



**Caloundra City
Private School**

SEXUAL HARRASSMENT POLICY

Administration

July 2020

Sexual Harassment Policy

Purpose:	The purpose of this policy is to protect students and employees from sexual harassment	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	12 August 2020 Version 1.01	Supersedes: New policy
Authorised by:	Board Chair	Date of Authorisation: 12 August 2020
References:	<ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1991 (Qld)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • CCPS Anti-Discrimination Policy • CCPS Child Protection Policy • CCPS Student Code of Conduct • CCPS Employee Code of Conduct • CCPS Complaints & Dispute Resolution Policy & Procedures 	
Review Date:	Biennial	Next Review Date: August 2022
Policy Owner:	CCPS Board	

Policy Statement

All students and employees at Caloundra City Private School have the right to learn and work in an environment free from sexual harassment. Caloundra City Private School will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Caloundra City Private School is committed to taking action to protect students and employees from sexual harassment and to responding appropriately should such behaviour occur, including possible discipline. Any instances of sexual harassment should be reported under the School's Complaints & Dispute Resolution Policy & Procedures.

In particular, and in accordance with the legislation, it is Caloundra City Private School policy that:

- a) an employee at the school must not sexually harass anyone in the course of their duties, including another employee, a student at the school or someone seeking to become a student at the school, or a student at another school;
- b) an adult student at the school must not sexually harass another student or employee at the school or a student or employee at another school.

Definitions

Sexual harassment

A person sexually harasses another person if:

- a) the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed;
- b) engages in other unwelcome conduct of a sexual nature in relation to the person harassed;
or
- c) in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can take various forms and may be obvious or indirect, physical or verbal. Specific examples of sexual harassment include:

- a) unwelcome physical touching;
- b) brushing up against someone, touching, fondling or hugging;
- c) repeated unwanted requests to go out;
- d) sexual or suggestive comments, remarks insinuation, jokes or innuendo;
- e) unwelcome requests for sex;
- f) intrusive questions or comments about a person's private life or the way they look;
- g) showing a person sexually explicit images or material e.g. On a phone, computer or posts on a social network site;
- h) displaying offensive screen savers, photos, calendars or objects;
- i) inappropriate advances on social networking sites;

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- j) unwanted invitations of a sexual nature;
- k) sexually suggestive behaviour, such as leering or staring;
- l) sex based insults, taunts, comments or jokes;
- m) sexually offensive communications, including telephone calls, letters, faxes, email and computer screen savers; or
- n) behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that he/she is consenting to the behaviour. A single incident is enough to constitute sexual harassment – it does not have to be repeated.

Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences and should be reported to the police.

Adult student

An adult student means a student who has attained the age of 16 years.

Principal

Within this document, the term Principal refers to the Principal or the Principal's delegate.

School responsibilities

Caloundra City Private School acknowledges its responsibility to provide an environment free from sexual harassment. Caloundra City Private School will undertake the following steps to prevent and appropriately respond to any instances of sexual harassment:

- a) develop and implement a sexual harassment policy to assist in preventing any instances of sexual harassment;
- b) educate and train relevant employees to assist in preventing any instances of sexual harassment and to appropriately respond to any instances of sexual harassment;
- c) establish appropriate grievance and complaints procedures via its Caloundra City Private School Complaints and Dispute Resolution Policy and Procedures to appropriately respond to any instances of sexual harassment; and
- d) remove any discriminatory or offensive materials, rules and practices to assist in preventing any instances of sexual harassment.

Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of sexual harassment

Student and Employees Responsibilities

All students and employees at Caloundra City Private School have a responsibility not to engage in sexual harassment against any person.

Implementation

Staff will be asked to read this policy to familiarise themselves with the information it contains upon orientation at the commencement of employment. Whenever changes are made, these will be communicated to all staff for their reference.

Concerns in the implementation of this policy should be addressed in line with the school's complaints and disputes resolution policy.

Compliance and monitoring

Any reports of sexual harassment will be treated seriously, sensitively, and impartially by Caloundra City Private School, and will be investigated thoroughly and confidentially. It is the expectation of Caloundra City Private School that all complaints of sexual harassment will be reported to the Principal although staff may seek the support of another member such as the Head of Junior School, Head of Students - Senior School or the Business Manager. Any staff member who receives a report alleging a breach of this policy must communicate this to the Principal as a matter of urgency.

Disciplinary action will be taken against anyone found to be guilty of sexually harassing a co-worker, volunteer or student. If, following investigation, a complaint is judged to have no foundation the complainant and respondent will be offered further support and counselling. If it is considered that the allegation was made frivolously or maliciously, disciplinary action may be taken against the complainant. (Refer also CCPS Staff Code of Conduct, CCPS Child Protection Policy).