

Whakatane Intermediate School  
Board of Trustees



**Sexual Harassment Policy**

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## Definition and Behaviour

- Sexual Harassment is defined as any verbal or physical act of a sexual nature which is unsolicited, unwelcome and offensive, or might reasonably be perceived by the complainant as being unwelcome and offensive, detrimental and/or persistent.
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- The behaviour includes unwelcome and deliberately physical conduct/contact; verbal comments or abuse; requests for contact or activities of a sexual nature, either overt or subtle, which may be accompanied by threats; the open display of sexist material.

## Purpose

ñ To uphold the right of all members of the school community to work and learn in an environment free from sexual harassment.

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ñ To have procedures that allow any member of the school community who believes they have cause for concern or complaint, to approach another person within the school in confidence, knowing that person has a level of skill and understanding, and the concern will be handled in a confidential manner which is fair and humane.

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## Terms and Definitions

Term  
Definition  
CEC

NZEI  
New Zealand Educational Institution

## Objectives

- The Board of Trustees encourages the prevention of sexual harassment through promoting non-sexist curriculum and role models.
- The board makes available detailed written procedural information for the guidance of members of the school community. (appended to this policy)
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- All complaints of sexual harassment shall be treated sympathetically and seriously.

Instances of sexual harassment shall be dealt with at three levels:

### **1 Self Help**

2 If an act of sexual harassment occurs the complainant immediately makes it clear to the offending person that their behaviour is unacceptable and offensive. This may be done face to face or in the presence of a third party chosen by the complainant.

### **1 Informal Intervention**

1. If self-help is not appropriate, or the behaviour persists, the complainant approaches the school's Sexual Harassment Co-Ordinator or one of the designated "contact persons" of their choice. The Co-Ordinator must:
  - 2.
  3. • let the harasser(s) know about and give explanation to any allegations;
  - 4.
  5. • involve all parties in a decision on a working solution;
  - 6.
  7. • check independently with all parties that they feel comfortable with the solution;
  8.
    - 1 • monitor progress to ensure the solution is working to everyone's satisfaction.

## 1 Formal Complaint

If self-help and informal intervention have not worked or if the allegation is, in the complainants view, sufficiently serious to warrant formal disciplinary action. The complainant may submit a written detailed complaint through one of the following avenues:

- The Principal and/or Board of Trustees (CEC 2.2.3)
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- A personal grievance through an industrial advocate or NZEI/other appropriate union staff liaison officer, counsellor or field officer;
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- The Human Rights Commission through appropriate union staff liaison officer, counsellor or field officer.

## Effectiveness Self-Review

This policy will be reviewed in accordance with the Board of Trustees triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.

The review will be conducted in the form of a **Board of Trustees, Staff and Parent** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

## Version Adopted

**Chairperson**

**Principal**

**Date**