



# PAPAKAIO SCHOOL



## Personal Harassment Procedure 315

### ***PURPOSE***

To help ensure that no person is subjected to harassment in the school, and to have appropriate procedures for dealing with any complaints or reported incidents.

Harassment is defined as any unwanted attention that causes distress. It may be sexual, religious, racial or other.

In the first incidences the Complaints against Staff Procedure should be followed. If this is unsuccessful or the complaint is of a Harassment nature then the following should be followed.

### ***OBJECTIVES***

1. Members of the Board and staff are aware of what constitutes harassment.
2. Complaints of harassment are made to the Chairperson of the Board (the complainant may choose to have the assistance of a support person in making the complaint).
3. The Board Chairperson arranges a meeting with those involved to seek
  - an assurance that harassment will not be repeated, and
  - a suitable apology from the offender.
4. When it is decided that further action is necessary the offender is informed and a decision is made to lay a complaint with an appropriate agency, (e.g. Human Rights Commissioner). STA advice will be sought and the perpetrator will be advised to seek support from NZEI.
5. Where appropriate the Board seeks counseling for the complainant from such agencies as SES.

*Reviewed June, 2013*