



Sexual Harassment Procedure 502

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, offensive, detrimental or persistent.

This applies to all members of the Papakaio School community.

Sexual harassment or any form of harassment is not acceptable at Papakaio School and the principal and BOT will consider such complaints seriously and act accordingly.

OBJECTIVES

1. Members of the Board and staff are aware of what constitutes sexual harassment.
2. Instances of sexual harassment may be dealt with at 3 levels
 1. *Self help where the complainant immediately makes it clear to the offending person that the behaviour is unacceptable and offensive.*
 2. *If self help is not possible and the behaviour persists the complainant may confront the issue in the presence of a third party i.e. teacher or principal and it will be dealt with in an appropriate manner.*
 3. *A formal complaint taken to the BOT if 1&2 have not been successful in dealing with the problem.*
3. When complaints of sexual 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.
4. The Board Chairperson arranges a meeting with those involved to seek
 - (a) an assurance that harassment will not be repeated, and
 - (b) a suitable apology from the offender.
5. 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).
6. Where appropriate the Board seeks counseling for the complainant from such agencies as SES.

Reviewed September 2016