
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1100**

POLICY NO: **1105**

ISSUE DATE: 15/05/06

TITLE: **SAFE SCHOOL POLICIES**

ISSUE NO: 3

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Harassment

RATIONALE:

Macleans College commits itself to ensuring that all staff and students are able to work and learn in a safe and secure environment free from harassment.

DEFINITION:

The definition of harassment which the school accepts is as follows:

Harassment: Statement of Basic Principles

Harassment is any form of abuse of power or discrimination which causes offence to another, or invades his or her personal dignity or personal privacy. Without limiting the preceding definition, harassment may take any of the following forms:

1 Intimidation/Bullying

Intimidation is any threat, verbal or physical, that frightens another, or the carrying out of that threat.

2 Racial Harassment

Racial harassment is behaviour of an offensive nature towards another which occurs by reason of the race, colour or ethnic or national origin of that other.

3 Sexual Harassment

Sexual harassment is verbal or physical conduct, including misuse of visual or written material, of a sexual nature by one person towards another. This conduct is unwelcome and offensive, is of a serious nature or is persistent so that the work performance and life satisfaction of the person subjected to it is affected detrimentally. (Adapted from the Human Rights Commission definition). [See expansion to separate Sexual Harassment Policy].

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GUIDELINES:

All forms of harassment are serious, can damage self-esteem and reputation, hinder teaching and learning and restrict job opportunities. The school will therefore:

- 1 Provide an education programme so that all members of the school community are aware of what constitutes harassment, and what treatment they have a right to expect from others.
- 2 Publish the policy in school by notices and posters and by spoken word at staff meetings and assemblies.
- 3 Provide appropriate grievance procedures to handle complaints of harassment:
 - a) statement by complainant to ascertain if serious or not (ie sustained and reasonably long term harassment – not a one off);
 - b) complainant makes a written statement, giving specific dates, times, places and actual events or words, statements, etc which constituted the harassment;
 - c) statement typed and signed by complainant;
 - d) the accused is interviewed, advised of the complaint and the procedures and process of investigation of an harassment complaint. Seriousness stressed;
 - e) the accused person then reads the written complaint and has the opportunity, on their own, of writing their reply, or version of the events;
 - f) the complainant then is given the opportunity to read the accused's answer and this is discussed. Counselling too, so events are seen from both sides if this is necessary. Complainant is asked if they are ready to meet the accused person to seek a resolution;
 - g) meeting between harassment co-ordinator and the two individuals. Both present own point of view and then co-ordinator asks how can this be resolved and people move on. The three discuss measures. This may or may not include punishment, but it does include specific conditions to avoid further conflict;
 - h) the situation of a re-occurrence of the behaviour is discussed and the co-ordinator points out a second offence means a formal meeting of the harassment committee

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and the Board of Trustees is informed. Incident recorded on school record. If no further occurrence, all records destroyed at the end of the current school year.

- 4 Review annually this policy and its procedures.
- 5 Harassment co-ordinator is a school guidance counsellor.

Harassment committee is made up of the harassment co-ordinator, a Senior Management Team member and a senior house leader.

OTHER RELEVANT DOCUMENTATION:

- Human Rights Regulations