
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1100**

POLICY NO: **1111**

ISSUE DATE: 15/03/07

TITLE: **SAFE SCHOOL POLICIES**

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Sexual Harassment

The Macleans College Board of Trustees regards sexual harassment as a serious offence and it will not be tolerated within the college community.

Sexual harassment is offensive, unasked for behaviour. Sexual harassment generally occurs when a person is subjected to unwelcome verbal or physical conduct of a sexual nature.

It can include:

- sex orientated jokes, cartoons, posters, pin-ups
- offensive questions, comments, abuse, leering
- unwanted, unnecessary, deliberate physical contact, touching and gestures
- questions and comments about private life
- requests for sexual favours implying promises of favourable treatment or threats of unfavourable treatment.

Sexual harassment can occur between:

- Individuals
- Individual and Group
- Groups
- Students
- Students and adults
- Adults

Sexual harassment is serious, and can be detrimental to one's work performance, to learning, to job opportunities, as well as to self-esteem and reputation. All employers and students

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must be able to work in, learn in, and be part of, an environment that is free from sexual harassment.

The Board will ensure that all members of the college community are informed of the nature and implications of sexual harassment, and will act to reduce the risk of its occurrence.

All complaints of sexual harassment will be taken seriously, investigated quickly, privately and fairly.

If anyone wishes to make an enquiry or a complaint about sexual harassment, they should contact one of the following:

- the sexual harassment programme co-ordinator (guidance counsellor);
- a contact person, eg. house leader, house captain (see lists in houses);
- Union representative;
- Human Rights Commission, Ph 309-0874, PO Box 6751, Auckland

SEXUAL HARASSMENT ENQUIRY/COMPLAINT PROCEDURES:

- 1 “All members of the college community are to be informed of the natures and implications of sexual harassment and will act to reduce the risk of its occurrence.”
- 2 Awareness raising within the Macleans community:

All Employees	Staff meetings, induction and training
Students	Teaching programme components (as in health, transition) Form teacher support Pastoral team guidance Public posters House assembly talk and assembly comment
Caregivers	Newsletter Reference to Macleans Board of Trustees
Board of Trustees	Training

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3 **Training Responsibility**

Training will be the responsibility of the sexual harassment programme co-ordinator who will work with and through:

- a) Senior staff (Principal, Associate Principal, Deputy Principals and health co-ordinator)
- b) Harassment committee which, each year, will evaluate and, if thought necessary, recommend review of procedures.
- c) Policy meetings ... which will ensure the co-ordination of the curricular input on sexual harassment in the context of various subjects, courses or other sessions with groups of students. These will involve the promotion of awareness, and the knowledge of procedures set up for person support.

4 **Further Specific Training On Procedural Issues:**

- a) Board and senior staff
- b) Sexual harassment programme co-ordinator
- c) Contact people

ENQUIRIES AND COMPLAINTS OF SEXUAL HARASSMENT REPORTED TO THE SCHOOL:

- 1 Anyone with an enquiry or a complaint about sexual harassment can approach or will be referred to:
 - (a) the sexual harassment programme co-ordinator; or
 - (b) any designated contact person, trained and approved by sexual harassment programme co-ordinator. Contact people will give information and, where appropriate, support the complainant in making a complaint.
- 2 If there is no informal resolution, in consultation with the complainant, the person contacted above will notify:

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- a) in the case of a union member, the appropriate union official who, if the complainant wishes, will involve that union's procedures; or
 - b) the sexual harassment programme co-ordinator, who will seek informal resolution of the complaint in consultation with the complainant or if the complainant wishes, receive a formal written complaint.
- 3 If a formal complaint is received the sexual harassment co-ordinator, in consultation with the complainant, will:
- a) inform the College Board of Trustees of the complaint;
 - b) convene the college harassment committee to hold a formal investigation when both the complainant and the accused will be heard.
- 4 If there is no satisfactory resolution the committee or the complainant may ask the principal to take the matter to the Board of Trustees who may hold their own investigation of the complaint.