



## SEXUAL HARASSMENT POLICY 2024-2025

### Child Safe Standards

Children have the right to be safe and protected, including at school.

<http://www.vrqa.vic.gov.au/childsafes>

### DEFINITION

Sexual harassment is conduct of a sexual nature that is unwelcome. Sexual harassment can be physical, verbal or written. It involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated. Even if the behaviour is not intended by the individual to be sexually harassing, it may still be unlawful.

Sexual harassment can be physical, verbal or visual and may include statements or transmissions by phone, fax, video conference, internet and e-mail, and will vary in the degree and extent to which it causes affront and distress. Both males and females can be subjected to sexual harassment from persons either of the same or opposite gender.

Sexual harassment may include:

- Comments about a person's sex life or physical appearance;
- Comments of a sexual nature;
- Suggestive behaviours such as leering and ogling;
- Unnecessary physical intimacy such as brushing up against a person;
- Physical contact such as touching or fondling;
- 'Flashing' or sexual gestures;
- Sexual propositions or repeated unwanted requests for dates;
- Making promises or threats in return for sexual favours;
- Sexual jokes, offensive telephone calls, displays of offensive photographs, reading matter or objects;
- Sending jokes or graphics of a sexual nature by e-mail, internet or fax;
- Unwelcome questioning about a person's private life;
- Offensive computer screen savers;
- Unwanted requests for sex; and
- Stalking, indecent assault or rape (which are also criminal offences).

### RATIONALE

- Sexual harassment creates an intimidating, hostile and offensive work environment.
- Both males and females can be victims. It is unwelcome, illegal and will not be tolerated.
- The school recognises that everyone has a legal right to protection from sexual harassment.

## AIMS

- To provide an enjoyable, harmonious work environment that actively discourages sexual harassment.
- To ensure that proper standards of conduct are maintained at all times.

## IMPLEMENTATION

- The Department of Education and Training and School Councils are responsible for providing a work environment free from sexual harassment. This responsibility will be discharged through the school Principal.
- All staff members have a responsibility to ensure their behaviour does not constitute or foster sexual harassment, and will be involved in professional development training to prevent and take actions to stop sexual harassment in the workplace.
- All staff will complete the mandatory Department of Education online Workplace Discrimination & Sexual Harassment training.
- A workplace contact person will be the nominated initial point of contact for complaints, either the Principal or Assistant Principal - Wellbeing
- It is not the role of the workplace contact person to investigate, substantiate or resolve complaints, but they are responsible for providing confidential support to a complainant, and to inform the complainant of their rights and options.
- The workplace contact person will inform the Principal of the school of all allegations of sexual harassment or sexual misconduct.
- If an allegation is made against the Principal, staff to direct complaint to the Workplace contact person other than the Principal
- The principal will treat all allegations of sexual harassment or misconduct seriously, and will report all matters to the Conduct & Ethics Branch for further instruction
- All staff members are referred to the following website for detailed information regarding Sexual Harassment – [Human Resources Sexual Harassment Policy](#)

## REVIEW CYCLE

- This policy will be reviewed annually as part of the school's review cycle.

## REFERENCE

[Human Resources Sexual Harassment Policy](#)

This policy was last ratified by School Council in June 2024 and will be reviewed in June 2025.