



Sexual Harassment

Rationale

Sexual harassment can be physical, verbal, or written and can include words, actions, statements or images. It is against the law for any individual to sexually harass another individual.

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.

Purpose

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

Guidelines

1. To ensure as far as practicable that acceptable standards of conduct are maintained at all times and that sexual harassment is not tolerated.
2. To promote awareness of the avenues for advice and the complaints procedures with respect to sexual harassment as set out in this policy.
3. To treat seriously complaints and behaviour which may constitute sexual harassment and take immediate action.
4. To treat complaints of sexual harassment with appropriate confidentiality and without victimization.

Purpose

At Bellbrae Primary School we provide an enjoyable, harmonious work environment that actively discourages sexual harassment and ensures that the proper standards of conduct are maintained at all times.

Implementation

1. D.E.T and School Councils are responsible for providing a work environment free from sexual harassment. This responsibility will be discharged through the Principal.
2. All staff have a responsibility to ensure their behaviour does not constitute or foster sexual harassment, and will be referred to the website for further Professional Development.
3. All staff will be provided with access to the *D.E.T Sexual Harassment Policy and Procedures* and complete the D.E.T online Workplace Discrimination & Sexual Harassment training.
4. The O.H & S. contact person will be the nominated initial point of contact for complaints.
5. 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, to contact the Complaints and Investigations Unit regarding any complaint that has been made, and to inform the complainant of their rights and options.
6. All staff members are referred to Circular 168/2002 *Sexual Harassment Policy and Procedures* for detailed information relating to sexual harassment, avenues available for lodging complaints and grievance procedures.
7. All staff are referred to the following D.E.T website for information relating to the Equal Opportunity Act and associated information:
http://www.education.vic.gov.au/hrweb/Documents/Sexual_Harassment_Policy.pdf
8. School Council President will be informed of all potential harassment claims. All complaints will be treated with utmost confidentiality.

Evaluation

The policy and program will be continuously monitored by the Principal and evaluated as part of the school's three year review cycle.

Bellbrae Primary School

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Program

Program ratified by
School Council

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