

	<p>PARADE COLLEGE, BUNDOORA</p>
<p>POLICY:</p>	<p><b>SEXUAL HARRASSMENT POLICY</b></p>

## PREAMBLE

*We strive to teach and learn in a life-giving and safe community.* (Vision Statement 2004).

This Policy aims to define sexual harassment and the procedures to be followed to support members of the Parade community in relation to this matter.

This Policy is addressed to

- all employees of the College
- all students
- all parents and visitors to the College.

## Definition

Sexual harassment is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited.

It has nothing to do with mutual attraction or genuine affection between people. Such friendships, whether sexual or not, are a private concern.

Sexual Harassment may include such actions as :

- Leering, patting, pinching, touching or unnecessary familiarity.
- Persistent demands for sexual favours or outings.
- Displays of offensive posters, pictures, or graffiti.
- Dirty jokes, derogatory comments, offensive written messages, or offensive telephone calls.

## PRINCIPLES

1. Parade College considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. The College believes that all people have the right to take part in all aspects of College life in an environment which is free of sexual harassment and seeks to foster such an environment.
2. Parade College believes in the essential dignity and freedom of each person as a Gospel imperative (cf Pastoral Care Policy), which makes any form of sexual harassment unacceptable.  
If such behaviour makes a person feel :
  - offended and humiliated
  - intimidated and frightened
  - uncomfortable
then it is both unchristian and against the law.
3. Under the Victorian Equal Opportunity Act (1984) and the Commonwealth Sex Discrimination Act (1984) sexual harassment is illegal. "All members of this community are encouraged and resourced to participate fully in the health and safety processes that create a life-giving and supportive community for all". (Mission Statement Goal 2004).
4. "Our educational and social interactions involve mutual respect and cooperation based on discipline of self, and taking responsibility for our own actions. (Mission Statement Goal 2004).

## GUIDELINES

1. The College Leadership Team will seek to ensure that all persons are treated fairly and equitably and are not subject to harassment. They will also ensure that complainants and witnesses are not victimised in any way.
2. Any reports of sexual harassment will be treated seriously and sympathetically by the College and will be investigated thoroughly and confidentially. Disciplinary action will be taken against anyone found to be guilty of sexual harassment. In the case of students, the matter will be managed in the light of both the College Discipline and Bullying Policies.
3. If persons believe they are being sexually harassed, they are encouraged to:

- tell the alleged offender that they object to the behaviour and do not want it repeated
  - AND/OR
  - write to the alleged offender outlining the cause for complaint and request that the behaviour stop.
- The rights of the person accused will be respected in every way and with due confidentiality.

4. If the person feels uncomfortable with the above and/or if the situation remains unresolved, persons may, as appropriate, discuss the situation with a staff member, Counsellor, Dean of School, Deputy Principal, or the Principal. In addition, staff, parents or visitors may:
  - contact the Sexual Harassment Complaints Officer.
  - contact the Union for advice.
  - contact the Office of the Commissioner for Equal Opportunity.
5. Persons who believe they are being sexually harassed are entitled to the support of the administration and fellow members of the Parade community.
6. Persons who wish to make a formal complaint may do so directly to an appropriate Dean of School, the Deputy Principal, or the Principal, and may seek the assistance of the Sexual Harassment Complaints Officer.
7. Any complaints or reports of sexual harassment will be treated quickly. They will be investigated thoroughly and confidentially with both parties through a formal hearing.
8. The investigating panel must include the School Principal and may include the Deputy Principal or Dean of School and the Sexual Harassment Complaints Officer.
9. The Principal and Dean of School should seek to ensure that any person who has complained of sexual harassment or who is involved in investigation of a complaint is not disadvantaged or victimised as a result of that complaint or investigation.
10. After following these guidelines and where a student has been found to have harassed a member of the College Community, it will be normal procedure to inform parents and appropriate disciplinary measures will be taken.

## **IMPLEMENTATION**

1. The Principal will appoint two Sexual Harassment Complaints Officers (SHCOs) to advise staff on how to best to assess and respond to any harassment situation.
2. Resource materials in relation to sexual harassment are available on request to any member of the community from the Sexual Harassment Complaints Officer or the Principal. Students will be given instruction in appropriate classes about their rights and responsibilities in regard to all forms of harassment and be made aware of the substance of this policy. House Leaders manage complaints against students in the first instance.
3. The Leadership Team members and House Leaders will maintain appropriate written records regarding complaints and subsequent procedures.
4. The SHCOs will have available the relevant form to facilitate the documentation and reporting of complaints.
5. Appropriate counselling support is available to members of the Community,
  - e.g. - School Counsellors (see Counselling Policy).
  - Outside Agencies (eg Access).

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