

Sexual Harassment Policy	Version No:	2
	Review Frequency:	Biannually
	Last Review:	Jun-20
	Reviewed by:	Principal
	Approved:	Jun-20
	Approved by:	Board
	Next Review date:	Jun-22

PURPOSE:	The purpose of this policy is to protect students and employees from sexual harassment.
SCOPE:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.
REFERENCES:	<ul style="list-style-type: none"> • Anti-Discrimination Act 1991 (Qld) • Sex Discrimination Act 1984 (Cth) • Caloundra Christian College Anti-Discrimination Policy • Caloundra Christian College Child Protection Policy • Caloundra Christian College Student Code of Conduct (Student Diary) • Caloundra Christian College Employees Code of Conduct • Caloundra Christian College Complaints Handling Policy • Caloundra Christian College Complaints Handling Procedures

1 POLICY STATEMENT

All students and employees at Caloundra Christian College have the right to learn and work in an environment free from sexual harassment. Caloundra Christian College will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Caloundra Christian College is committed to taking action to protect students and employees from sexual harassment and to responding appropriately should such behaviour occur, including possible discipline. Any instances of sexual harassment should be reported under the Caloundra Christian College Complaints Handling Policy.

In particular, and in accordance with the legislation, it is Caloundra Christian College policy that:

- an employee at the College must not sexually harass anyone in the course of their duties, including another employee, a student at the College or someone seeking to become a student at the College, or a student at another college; and
- an adult student at the College must not sexually harass another student or employee at the College or a student or employee at another school.

2 DEFINITIONS

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look;
- sexually suggestive behaviour, such as leering or staring;
- brushing up against someone, touching, fondling or hugging;

- sexually suggestive comments or jokes;
- displaying offensive screen savers, photos, calendars or objects;
- repeated unwanted requests to go out;
- requests for sex;
- sexually explicit posts on social networking sites;
- insults or taunts of a sexual nature;
- intrusive questions or statements about a person's private life;
- sending sexually explicit emails or text messages;
- inappropriate advances on social networking sites;
- accessing sexually explicit internet sites; and
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences and should be reported to the police.

- **Adult student** - an adult student means a student who has attained the age of 16 years.

3 RESPONSIBILITIES

College Responsibilities

Caloundra Christian College acknowledges its responsibility to provide an environment free from sexual harassment. Caloundra Christian College will undertake the following steps to prevent and appropriately respond to any instances of sexual harassment:

- develop and implement a sexual harassment policy to assist in preventing any instances of sexual harassment;
- educate and train relevant employees to assist in preventing any instances of sexual harassment and to appropriately respond to any instances of sexual harassment;
- establish appropriate grievance and complaints procedures via its Caloundra Christian College Complaints Handling Policy and Procedures to appropriately respond to any instances of sexual harassment;
- remove any discriminatory or offensive materials, rules and practices to assist in preventing any instances of sexual harassment; and
- encourage employees and students to contribute to a healthy workplace and College culture to assist in preventing any instances of sexual harassment.

Student and Employees Responsibilities

All students and employees at Caloundra Christian College have a responsibility not to engage in sexual harassment against any person.

4 IMPLEMENTATION

Caloundra Christian College will take reasonable steps to prevent sexual harassment, including the following:

Awareness

- Raise awareness of sexual harassment, including the development and implementation of a sexual harassment policy, and visibly clear support and promotion of the policy by the College Board and Executive Team.

Training

- Regularly educate and train employees (especially senior staff) on how to prevent and manage sexual harassment.
- Addition of training in positive relationships and social skills in the College 'Grow' curriculum (P-12).

Dispute resolution

- Establish an appropriate dispute resolution policy and procedure.

5 COMPLIANCE AND MONITORING

Record keeping, monitoring, reporting

- Keep appropriate records, monitor and report on sexual harassment issues.

Confidential and Impartial information

- Information in this regard is to be reported to the College Principal.

Culture

- Removal of any discriminatory or offensive materials, rules and practices, and encouragement of employees to contribute to a healthy College culture.

END OF POLICY

POLICY CHANGES

DATE:	POLICY CHANGES:
19/05/2020	Updated Format. Minimal content changes – mostly grammar. Added: <i>“Addition of training in positive relationships and social skills in the College ‘Grow’ curriculum (P-12).”</i> Per Vince.