

Seventh-day Adventist Schools (South Queensland) Limited



Department: Education	Description: Policy
Administrative Area: Policy and Legislative	Type: Highly Recommended
Document Name: Sexual Harassment	Issue Date: 26 February 2018
Document ID: SQS189.001.ADM	Review Date: Term 1 - 2020

Hope Adventist School Sexual Harassment Policy

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) • SDAS(SQ)Ltd Anti-Discrimination Policy (SQS192.001.ADM) • SDAS(SQ)Ltd Child Protection Policy (SQS170.001.ADM) • SDAS(SQ)Ltd Student Code of Conduct Statement (SQS204.001.ADM) • SDAS(SQ)Ltd Staff Code of Conduct Policy (SQS188.001.ADM) • SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM) • SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM) • SDAS(SQ)Ltd Equity Contact Officer Policy (SQS190.001.ADM) • SDAS(SQ)Ltd Equity Contact Officer Position Description (SQS191.001.ADM) 	
Status:	Approved	Supersedes:
Policy Owner:	Seventh-day Adventist Schools (South Queensland) Limited	
Authorised by:	Chief Executive Officer	Date of Authorisation: 19 February 2018
Approved by:	<p>This policy has been ratified by the Board of Directors of Seventh-day Adventist Schools (South Queensland) Limited as the Sexual Harassment Policy for Seventh-day Adventist Schools (South Queensland) Limited.</p> <p>Pr Brett Townend Board of Directors Chairperson Date of Approval: 26/02/2018</p> <p>Pr Colin Renfrew Board of Directors Secretary Date of Approval: 26/02/2018</p>	
Review Cycle:	Reviewed Biennially (every two years)	Next Review Date: Term 1 - 2020
Review Team:	Board of Directors, AdSAFE, NSSAB, Chief Executive Officer, Project Officers	

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<u>Revised by</u>	<u>Section</u>	<u>Details of Changes</u>
Steve Cowley (26 March 2018)	Whole document	As per BoD 'flying minute' of 26 February 2018: <ul style="list-style-type: none"> document status changed from 'Draft' to 'Approved' issue and approval dates changed to 26 February 2018 names of BoD Chairperson and Secretary added SDASSQ changed to SDAS(SQ)Ltd
Steve Cowley (6 April 2018)	Whole document	As per email from Jack Ryan 5 April 2018, changed Education Director and Chief Education Director titles to Chief Executive Officer
Steve Cowley (6 September 2018)	Definitions	Added "Sexual harassment is a form of predatory sexual behaviour in which a person targets other employees and/or students."
	System responsibilities	Added Bystander Intervention definition
	School responsibilities	Added "including the encouragement of bystander interventions"
	Student and employee responsibilities	Added "including the encouragement of bystander interventions"
		Added "This includes bystanders recognising that they need to report sexual predatory behaviour that they observe."

Rationale

All students and employees of Seventh-day Adventist Schools (South Queensland) Limited have the right to learn and work in an environment free from sexual harassment. Seventh-day Adventist Schools (South Queensland) Limited will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Seventh-day Adventist Schools (South Queensland) Limited 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 SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM).

In particular, and in accordance with the legislation, it is Seventh-day Adventist Schools (South Queensland) Limited policy that:

- An employee at the school must not sexually harass anyone in the course of their duties, including another employee, a student at the school or someone seeking to become a student at the school, or a student at another school
- An adult student at the school must not sexually harass another student or employee at the school or a student or employee at another school

Definitions

- **Sexual harassment** is a form of predatory sexual behaviour in which a person targets other employees and/or students¹. A person sexually harasses another person if:
 - a) the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
 - b) engages in other unwelcome conduct of a sexual nature in relation to the person harassed;
 - c) in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.
- **Sexual harassment** can take various forms and may be obvious or indirect, physical or verbal. Specific examples of sexual harassment include:
 - Unwelcome physical touching
 - Sexual or suggestive comments, remarks insinuation, jokes or innuendo
 - Unwelcome requests for sex
 - Intrusive questions about a person's private life
 - Showing a person sexually explicit images or material e.g. On a phone or computer
 - Indecent exposure
 - Unwanted invitations of a sexual nature
 - Leering
 - Sex based insults or taunts

¹ Dougoherty, D.S (2017), *The Omissions That Make So Many Sexual Harassment Policies Ineffective*, [Harvard Business Review](#), May 31, 2017, accessed 6 September 2018

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- Sexually offensive communications, including telephone calls, letters, faxes, email and computer screen savers

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.

- **Employee** - an individual undertaking all categories of work, whether it be full-time, part-time, permanent, fixed-term, casual, work experience, vocational placement or voluntary, and in every aspect of work
- **Adult student** - an adult student means a student who has attained the age of 16 years
- **Bystander intervention** – when each member of the organisation, both staff and students, recognise that it is their responsibility to report and stop predatory sexual behaviour, creating a healthier culture for all members of the organisation
- **Equity Contact Officer** – provide assistance to staff who are subjected to discrimination and harassment and support management in the prevention and elimination of such behaviour in the workplace (see SDAS(SQ)Ltd Equity Contact Officer Policy (SQS190.001.ADM))

Responsibilities

System Responsibilities

Seventh-day Adventist Schools (South Queensland) Limited acknowledges its responsibility to provide an environment free from sexual harassment. Seventh-day Adventist Schools (South Queensland) Limited 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, including the encouragement of bystander interventions;
- Establish appropriate grievance and complaints procedures via its SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM) 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;
- Encourage employees to contribute to a healthy workplace culture to assist in preventing any instances of sexual harassment.

School Responsibilities

The education entities of Seventh-day Adventist Schools (South Queensland) Limited are responsible for providing an environment free from sexual harassment. All education entities of Seventh-day Adventist Schools (South Queensland) Limited will undertake the following steps to prevent and appropriately respond to any instances of sexual harassment:

- Implement SDAS(SQ)Ltd Sexual Harassment Policy (SQS189.001.ADM) to assist in preventing any instances of sexual harassment;
- Appoint an Equity Contact Officer - see SDAS(SQ)Ltd Equity Contact Officer Policy (SQS190.001.ADM) and SDAS(SQ)Ltd Equity Contact Officer Position Description (SQS191.001.ADM);

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- Educate and train relevant employees and students to assist in preventing any instances of sexual harassment and to appropriately respond to any instances of sexual harassment, including the encouragement of bystander interventions;
- Establish appropriate grievance and complaints procedures via its SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM) and SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM) 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;
- Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of sexual harassment.

Student and Employees Responsibilities

All students and employees of Seventh-day Adventist Schools (South Queensland) Limited have a responsibility not to engage in sexual harassment against any person.

If students or employees believe that this type of behaviour is occurring in the school, they should make a complaint under the SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM) and SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM).

This includes bystanders recognising that they need to report any sexual predatory behaviour that they observe.

Implementation

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

- All staff share a responsibility to ensure our school environment is free from sexual harassment;
- All staff have a responsibility to ensure their own behaviour does not constitute or foster sexual harassment, and will be involved in sexual harassment professional development;
- A workplace contact person will be the nominated initial point of contact for complaints;
- It is not the role of the workplace contact person to investigate, substantiate or resolve complaints. They are required to inform the Principal regarding any complaint that has been made, and to inform the complainant of their rights and options. The Principal will investigate complaints;
- All complaints will be treated with utmost confidentiality;
- All attempts will be made to positively resolve any complaints at the local workplace, but complainants may choose to take their concerns to another authority such as the Equal Opportunity Commission;
- The Principal is to be informed immediately of any concerns relating to the sexual harassment of students or staff.

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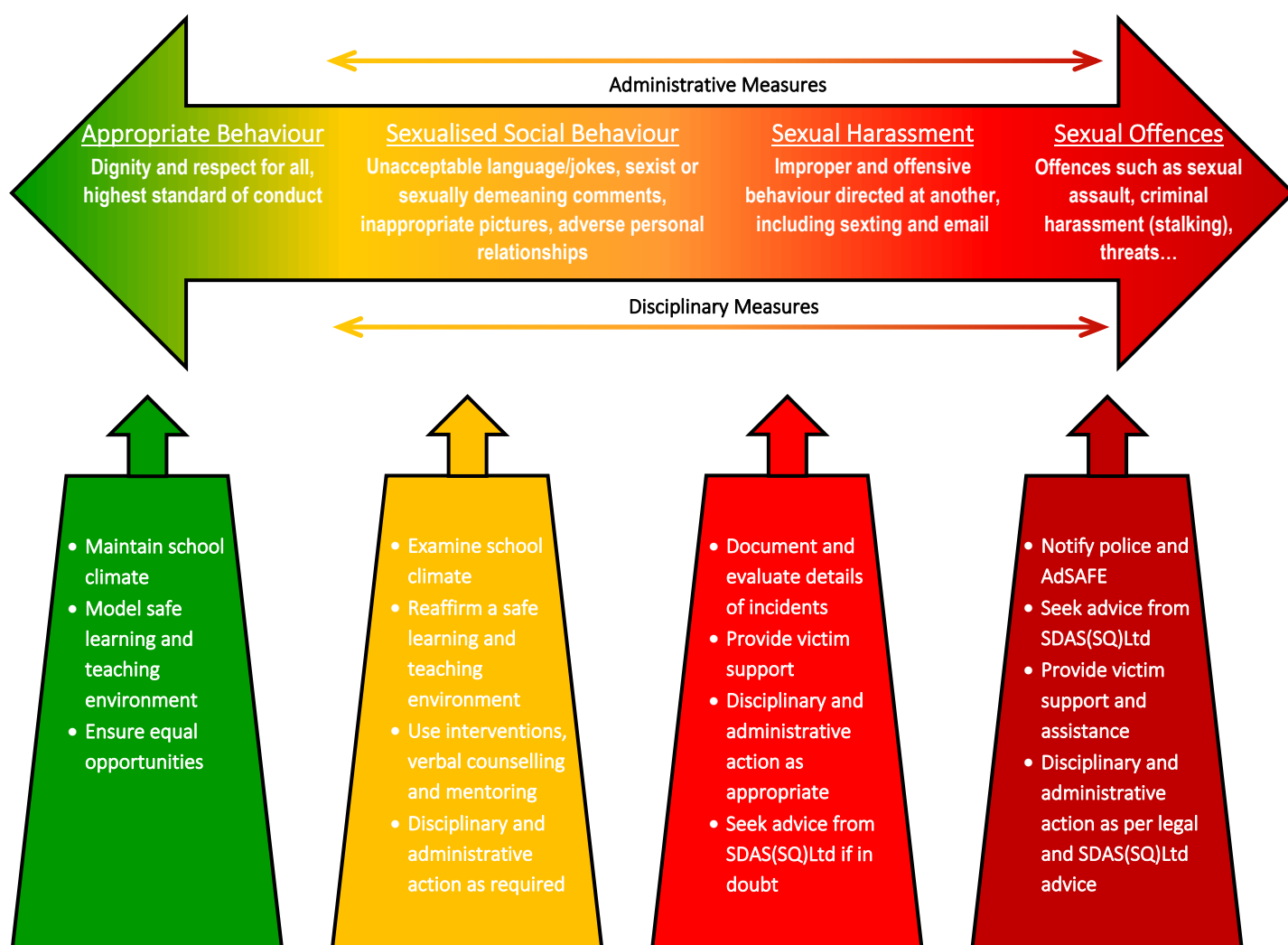
Compliance and Monitoring

Each school that is part of Seventh-day Adventist Schools (South Queensland) Limited will need to take reasonable steps to prevent sexual harassment as follows:

- **Awareness** - regularly raise awareness of sexual harassment with staff, parents and students via the clear support and promotion of the policy by the school board and executive management team;
- **Training staff** - regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage sexual harassment;
- **Instructing students** – how to identify sexual harassment (e.g. inappropriate comments, touching, gestures, bullying) and that in the first instance to report directly to their classroom teacher.
- **Dispute resolution** - awareness, promotion and implementation of the SDAS(SQ)Ltd Complaints and Dispute Resolution Policy (SQS193.001.ADM) and SDAS(SQ)Ltd Complaints and Dispute Resolution Procedures (SQS194.001.ADM);
- **Record keeping, monitoring, reporting** - keep appropriate records, monitor and report on sexual harassment issues
- **Contact the Chief Executive Officer of Seventh-day Adventist Schools (South Queensland) Limited** - to provide confidential and impartial information about the school’s relevant policies and processes;
- **Culture** - removal of any discriminatory or offensive materials, rules and practices, and encouragement of employees and students to contribute to a healthy school culture.

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The Continuum of Sexual Behaviour



Leadership Responsibilities and Actions

(The above diagram was adapted from http://www.forces.qc.ca/assets/FORCES_Internet/images/caf-community-support-services/sm-figure5.gif <accessed 25 September 2017>)

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