



SEXUAL HARASSMENT POLICY

Sexual Harassment Policy 2020

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	
Status:	Approved	Supersedes: Sexual Harassment Policy dated April 2017
Authorised by:	School governing Body	Date of Authorisation: April 2020
References:	<ul style="list-style-type: none"> ● <u>Anti-Discrimination Act 1991 (Qld)</u> ● <u>Sex Discrimination Act 1984 (Cth)</u> ● Wisdom College Anti-Discrimination Policy ● Wisdom College Child Protection Policy ● Wisdom College Student Code of Conduct ● Wisdom College Employees Code of Conduct ● Wisdom College Dispute Resolution Policy ● Wisdom College Dispute Resolution Procedures 	
Review Date:	Biennial	Next Review Date: April 2022
Policy Owner:	School Governing Body	Version: 2.0 Dated: April 2020

Policy Statement

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

Wisdom 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 Wisdom College Dispute Resolution Policy.

In particular, and in accordance with the legislation, it is Wisdom College's 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 - a person sexually harasses another person if:

- the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed;
- 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
- 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.

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

Responsibilities

School

Wisdom College acknowledges its responsibility to provide an environment free from sexual harassment. Wisdom 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 Wisdom College Dispute Resolution 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

- Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of sexual harassment

Student and Staff

All students and employees at Wisdom College have a responsibility not to engage in sexual harassment.

Implementation

Wisdom College will regularly raise awareness of sexual harassment, including by the development and implementation of this Sexual Harassment Policy, and via the clear support and promotion of the policy by the school board and executive management team.

Compliance and Monitoring

Wisdom College will regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage sexual harassment. The School has an established dispute resolution policy and procedures to ensure that the School keeps appropriate records, monitor and report on sexual harassment issues against any person.