



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	
Status:	Approved	Supersedes: Jan 2023
Authorised by:	School Director	Date of Authorisation: Jan 2025
References:	<ul style="list-style-type: none"> • <u>Anti-Discrimination Act 1991 (Qld)</u> • <u>Sex Discrimination Act 1984 (Cth)</u> • SVSS Anti-Discrimination Policy • SVSS Child Protection Policy • SVSS Social Health and Wellbeing Policy • SVSS Employees Code of Conduct • SVSS Complaints Handling Policy • SVSS Complaints Handling Procedures 	
Review Date:	Every 2 years	Next Review Date: January 2027
Policy Owner:	School Director	

Policy Statement

All students and employees at Samford Valley Steiner School (SVSS) have the right to learn and work in an environment free from sexual harassment. SVSS will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

SVSS 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 SVSS Complaints Handling Policy.

In particular and in accordance with the legislation, it is SVSS 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

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

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

behaviour that may also be considered 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.

Responsibilities

School Responsibilities

SVSS acknowledges its responsibility to provide an environment free from sexual harassment. SVSS 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 SVSS 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
- 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 at SVSS have a responsibility not to engage in sexual harassment against any person.

Implementation

- Awareness - regularly raise awareness of sexual harassment, including by the development and implementation of a sexual harassment policy, and via the clear support and promotion of the policy by the School Board and Senior Leadership Team
- Training - regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage sexual harassment
- Dispute resolution - establishment of an appropriate dispute resolution policy and procedures
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on sexual harassment issues
- Culture - removal of any discriminatory or offensive materials, rules and practices, and encouragement of employees to contribute to a healthy school culture

Compliance and Monitoring

The School Director will keep a record of any complaints made in accordance with the Complaints Resolution Policy on the SVSS Complaints Register.

The School Director will report any complaints and outcomes of investigations to the School Board.