

Policy: Sexual, Physical and Verbal Harassment/Abuse (Staff)

Policy Statement

Manurewa High School recognises its responsibility to provide a safe environment and workplace free from harassment/abuse, for staff and members of the school community. It also recognises its responsibility to act on a report of sexual/physical/verbal harassment/abuse. The School will endeavour to ensure that all staff are provided with the necessary support and guidance to ensure their safety and welfare.

Definition

“Sexual harassment is offensive, unasked for behaviour of a sexual nature. Sexual harassment generally occurs when a person is subjected to unwelcome verbal or physical conduct of a sexual nature.”
[Human Rights Commission]

Procedural Guidelines

- Cases of sexual, physical and verbal abuse of a person from the school community will be brought to the attention of the Senior Leadership Team (except where matters of confidentiality exclude this disclosure, then it will be referred to the Principal).
- The Senior Leadership Team will have guidelines for dealing with cases of sexual, verbal and physical harassment/abuse.
- The Best Practice Guidelines for Sexual, Physical and Verbal Harassment/Abuse (Staff) as set out and defined by the Guidance Department will be adhered to.
- The School will have in place an appropriate complaints procedure to deal with allegations of harassment/abuse of staff.
- Complaint procedures will have due consideration to any relevant employment contract.
- Confidentiality regarding the harassment/abuse will, where applicable, be maintained by all those involved.
- Where another staff member is the alleged offender the matter will be referred directly to the Principal who will in turn inform the Chairman of the Board of Trustees.
- Where the Principal is the alleged offender the matter will be referred directly to the Board of Trustees.
- Liaison with appropriate external agencies (if required) will be instigated through the referral procedures established.
- Such procedures will have due consideration to any relevant employment contract.
- The Senior Leadership Team and Student Support Staff will ensure that staff are aware:
 - ◆ That harassment/abuse will not be tolerated
 - ◆ How to make a complaint/enquiry
 - ◆ That complaints will be investigated confidentially and impartially
 - ◆ That the complainant will be kept fully informed of actions being taken to deal with the complaint

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Review schedule: November 2019

ADOPTED BY BOARD OF TRUSTEES			
Date	27 June 2001	Chairperson	M J Bailey

REVIEWED	Date	30 July 2003	Chairperson	M J Bailey
REVIEWED	Date	29 June 2005	Chairperson	S Smith
AMENDED	Date	30 October 2008	Chairperson	S Smith
AMENDED	Date	31 October 2011	Chairperson	S Smith
AMENDED	Date	28 November 2016	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson
REVIEWED/AMENDED	Date	Chairperson