



## **Prevention of Sexual Harassment Policy**

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Mrs Gemma Mitchell
Ratified @ FGB/Committee Name & Date:	New Policy

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

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## **Introduction**

Oakhurst Grange School actively promotes democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer.

## **Policy statement**

We are committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect.

Under the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, the school has a statutory duty to take reasonable steps to prevent sexual harassment of employees by staff or third parties, including online.

Sexual harassment of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. We will take proactive steps to prevent the sexual harassment of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. Sexual harassment constitutes a breach of our Staff Handbook and may result in disciplinary action up to and including dismissal.

## **About this policy**

The purpose of this policy is to set out a framework for line managers to deal with sexual harassment that occurs by staff (which may include consultants, contractors and agency workers) and also by third parties such as parents, suppliers or visitors to our premises. It should be read in conjunction with our Anti-Harassment and Bullying Policy but is intended to address, specifically, the issue of sexual harassment.

The policy covers sexual harassment which occurs at work and out of the workplace, such as on School trips or at work-related events or social functions, or on social media.

This policy does not form part of any contract of employment, and we may amend it at any time.

This policy applies equally to conduct taking place off-site, during school trips, work-related events, social functions, or via digital and online platforms including social media and messaging apps.

## **Who does this policy apply to?**

This policy applies to all employees, contractors, peris, visiting specialists, consultants, self-employed contractors, casual workers, agency workers and volunteers.

## **Who is responsible for this policy?**

The Board of Trust and Governors has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to the Headteacher. Suggestions for change should be reported to the Headteacher.

Line managers are responsible for ensuring day-to-day compliance and for conducting risk assessments to identify areas where harassment risks may be higher.

This policy is reviewed annually by SLT and we will take steps to monitor its effectiveness.

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### **What is sexual harassment?**

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to sexual harassment.

This includes online harassment, cyberflashing, non-consensual sharing of intimate images, or other image-based abuse.

It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.

Sexual harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
- sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless); or
- offensive emails, text messages or social media content.

A person may be sexually harassed even if they were not the intended target.

Sexual harassment is unlawful, will not be tolerated and may lead to disciplinary action up to and including dismissal.

### **Third-party sexual harassment**

Third-party sexual harassment occurs where a person is sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party sexual harassment could include, for example, unwelcome sexual advances from a supplier visiting the school's premises.

Third-party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party sexual harassment they are a victim of, or witness, in accordance with this policy.

If any third-party sexual harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These steps may include warning the harasser about their behaviour, banning them from our premises and reporting any criminal acts to the police.

Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.

The school acknowledges its legal duty to take reasonable steps to prevent such harassment, and failure to do so could give rise to liability.

### **Preventative steps**

We are committed to taking proactive steps to prevent the sexual harassment of our staff. These steps include:



## Oakhurst Grange School

- All staff to complete “Bullying and Harassment in the Workplace” training module on Educare
- Ensuring existing policies cover harassment and sexual harassment effectively
- Clearly communicating sexual harassment policies and procedures to staff and reviewing the effectiveness of the policies and procedures at least annually
- ensuring appropriate support and training (where appropriate) is available to staff following a complaint
- providing specialised training to support managers tasked with investigating harassment and sexual harassment
- responding in a timely fashion to complaints and learning from any issues identified
- ensuring effective complaints handling processes are in place to encourage staff to complain when they experience or witness sexual harassment

Preventative measures will include periodic risk assessments of school activities, events, and online platforms to identify potential risks of harassment, with action taken to mitigate them.

### **If you are being sexually harassed: informal steps**

If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. If you feel comfortable doing so, you should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. We recognise, however, that this may be difficult or inappropriate depending on the circumstances. If this is the case, or raising the problem with the person responsible has not resolved the issue, you may speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

If you feel unable to speak to your line manager because the complaint concerns them, you may speak informally to a more senior colleague.

### **Raising a formal complaint**

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Staff Grievance Procedure. The matter will then be dealt with as a formal grievance in line with our Staff Grievance Procedure.

If, following the conclusion of the grievance process, we consider you have been sexually harassed by an employee the matter will be dealt with under our Staff Disciplinary Policy as a case of possible misconduct or gross misconduct. If the alleged perpetrator is a third party such as a parent or visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

As a general principle, the decision whether to progress a formal complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

### **If you witness sexual harassment**

Staff who witness sexual harassment are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- Intervening where you feel able to do so
- Supporting the victim to report it or reporting it on their behalf
- Reporting the incident where you feel there may be a continuing risk if you do not report it
- Co-operating in any investigation into the incident



All witnesses will be provided with appropriate support and will be protected from victimisation.

### **Protection and support for those involved**

Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Staff Disciplinary Policy.

If you believe you have suffered any such treatment you should inform the Business Manager. If the matter is not remedied, you should raise it formally using our Staff Grievance Procedure.

We will monitor the treatment and outcomes of any complaints of sexual harassment we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, and workforce training is targeted where needed.

Support and guidance can be obtained from the following external services:

- The Equality Advisory and Support Service ([www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com))
- Protect ([www.protect-advice.org.uk](http://www.protect-advice.org.uk)).
- Victim support ([www.victimsupport.org.uk](http://www.victimsupport.org.uk)).

### **Confidentiality and record-keeping**

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint, and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Staff Disciplinary Procedure.

Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

Any confidentiality agreement or non-disclosure clause cannot prevent staff from reporting sexual harassment or making a protected disclosure in the public interest.

This Policy is subject to regular review.