



## **Sexual-Harassment Policy**

### **Purpose of Policy**

Churchill House School (CHS) is committed to providing a safe environment for students, clients and all staff. This policy outlines our zero-tolerance attitude towards sexual harassment in the workplace. It is part of all staff induction to ensure that everyone in our employment understands what sexual harassment is and our zero-tolerance policy, and understands the channels for reporting any concerns or incidents.

### **Definition**

Sexual harassment is unwanted behaviour of a sexual nature. The law (Equality Act 2010) protects the following people against sexual harassment at work:

- employees and workers
- contractors and self-employed people hired to personally do the work
- job applicants

To be sexual harassment, the unwanted behaviour must have either:

- violated someone's dignity
- created an intimidating, hostile, degrading, humiliating or offensive environment for someone

It can be sexual harassment if the behaviour:

- has one of these effects even if it was not intended
- intended to have one of these effects even if it did not have that effect

Examples include:

- making sexual remarks about someone's body, clothing or appearance (including references to sex, sexual orientation or gender reassignment)
- asking questions about someone's sex life
- telling sexually offensive jokes
- making sexual comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual images, or other sexual content
- touching someone against their will, for example hugging them
- sexual assault or rape

### **Policy General Statement**

Churchill House Summer Centres has a zero-tolerance policy towards sexual harassment, it will not be tolerated and any report of such activity will be taken seriously, investigated fairly and dealt with according to our disciplinary procedure promptly.



This zero-tolerance culture towards discrimination, bullying and harassment is clearly stated during staff induction and training, reminders of which are displayed across our centre

## Reporting

Any incidents of sexual harassment should be reported to the Centre Manager or to the Welfare Manager or Director of Operations in the Head Office.

Reported incidents of sexual harassment by a third-party member will be taken seriously, investigated and dealt in the most appropriate manner according to the law.

## Handling reports

Below are the steps management should take when/if a report or concern is brought to their attention:

- take any complaint of sexual harassment seriously
- handle a complaint fairly and sensitively
- look into a complaint as quickly as possible with the involvement and support from Head Office

## Risk Assessment: Sexual Harassment

<i>List the risks to staff/students</i>	<i>Control Measures (to reduce risk)</i>	<i>Emergency procedures</i>
<b>Risks relating to the staff/Group Leaders/3<sup>rd</sup> party adults</b>  Inappropriate comments or jokes  Unwanted verbal remarks that create an uncomfortable environment  Cultural misunderstanding	1. Students must always be adequately supervised by a combination of staff/GLs 2. Staff must complete sexual harassment training (to be included in the online orientation mandatory completion before start) and included in handbook 3. GLs handbooks to be updated with more information about the zero-tolerance culture and CHSC and our policies 4. Zero tolerance culture to be advocated throughout the organisation; examples set by management but also through posters with clear and easy reporting mechanisms explained	1. In the event of an incident, it should be reported to CM or Head Office (Director or Welfare Manager) 2. All reports must be taken seriously, investigated fairly, recorded
<b>Risks relating to the students</b>  Inappropriate behaviour from students  Potential verbal or physical harassment directed at staff or other students	5. Staff are encouraged to address issues openly, raise any concerns and report incidents 6. Any host families looking after students also need to confirm they understand the sexual harassment policy of CHSC	3. Follow sexual harassment policy and procedure (manual)



Cultural misunderstanding or insensitive language due to lack of awareness/proficiency	7. Induction for students to include statement about zero tolerance culture at our centres, and students encouraged to share any concerns and always show respect.	4. Follow grievances procedure
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