

Reddiford School
INCLUDING EYFS
Preventing Sexual Harassment in
the Workplace policy

This policy meets the school's responsibilities under the
Equality Act 2010 and Worker Protection (Amendment of Equality Act 2010) Act
2023

This policy is available on the school website and to be used in conjunction with:

SCOPE

Low level Concerns

Risk Assessment Policy

Staff Disciplinary and Capability

1. Introduction

Reddiford School is committed to fostering a safe and supportive working environment that is free from all forms of harassment, including sexual harassment. In compliance with the requirements of the Equality Act 2010, employers are now, as of 26 October 2024, legally required to take reasonable steps to prevent sexual harassment of employees, including harassment by third parties. This policy formalises Reddiford School's approach to fulfilling this preventative duty to protect staff dignity and uphold an environment that is free from intimidation, hostility, degradation, humiliation, or offence.

Reddiford School recognises the significant impact that sexual harassment can have on staff mental and physical well-being, as well as the negative effect on workplace culture and productivity. This policy outlines the preventative steps Reddiford School will implement to ensure a respectful, inclusive, and supportive workplace culture.

2. Policy Objectives

This policy aims to:

Prevent sexual harassment in the workplace.

Ensure all staff understand their rights and responsibilities with respect to sexual harassment.

Provide a clear and effective process for reporting and addressing harassment complaints.

Promote a culture where harassment is not tolerated and all complaints are taken seriously.

3. Scope of the Policy

This policy applies to:

All Reddiford School employees, regardless of role or length of service.

Temporary, part-time, and full-time staff.

Volunteers, interns, and any third-party individuals, including clients, contractors, suppliers, and visitors on the school premises.

4. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to:

Unwelcome verbal or physical conduct of a sexual nature.

Inappropriate or offensive jokes, comments, or gestures.

Unwanted advances or requests for sexual favours.

Displaying sexually suggestive materials.

Creating an environment that feels hostile, intimidating, or offensive.

5. Preventative Steps and Responsibilities

5.1 Policy Communication and Review

Reddiford School commits to reviewing and communicating this policy regularly to ensure that all staff are aware of:

The unacceptability of sexual harassment in the workplace.

The channels available for reporting harassment and the procedures for handling complaints.

The potential consequences of breaching this policy, including disciplinary actions up to and including dismissal.

5.2 Third-Party Harassment

The policy recognises the potential risk of harassment by third parties, including clients, visitors, and other external individuals. Reddiford School will:

Take all reasonable steps to prevent third-party harassment.

Encourage staff to report any incidents of third-party harassment.

Address any such incidents promptly to prevent reoccurrence, which may involve issuing warnings or banning the third party involved.

6. Training and Awareness

Reddiford School will deliver training sessions for all staff, especially managers, to support them in:

Recognising and understanding sexual harassment.

Knowing how to respond effectively to complaints.

Creating an environment where reporting harassment is safe and supported.

Regular refresher training sessions will ensure ongoing awareness and address any evolving needs within the workforce.

7. Reporting and Responding to Complaints

7.1 Reporting Mechanism

Reddiford School offers confidential channels for reporting harassment, including the option for anonymous reporting. Staff are encouraged to:

Report any incidents of harassment they experience or witness.

Reporting of incidents should be to the Head Teacher or the DSL, additionally staff are able to report incidents to Heads of Department, the School Bursar or the School Governors. Reporting can be verbal, face to face, via email or letter or through a chosen intermediary.

7.2 Confidentiality and Support

Confidentiality will be respected for all parties involved in a complaint, and Reddiford School will support the complainant throughout the process. Additionally, the school will protect witnesses and anyone participating in the complaint process from retaliation or further harassment.

7.3 Criminal Offences

If a complaint of harassment appears to constitute a criminal offence, Reddiford School will support the individual in deciding whether to report the matter to the police and will provide assistance if they choose to proceed.

8. Risk Assessment and Prevention Strategies

Reddiford School will conduct regular risk assessments to identify potential situations or settings where there may be a heightened risk of sexual harassment. Key considerations include:

Power dynamics and supervisory relationships.

Diversity and representation within teams.

Working hours and conditions, including night shifts or isolated work settings.

The nature of customer-facing roles or events where alcohol may be present.

Based on these findings, mitigating actions will be implemented to reduce risks and promote a safe workplace.

9. Addressing Third-Party Harassment

Reddiford School treats harassment by third parties as seriously as harassment by colleagues. The school will:

Enforce a clear stance that harassment by any third party will not be tolerated.

Take preventative actions, such as issuing warnings or removing third parties from the premises when necessary.

Ensure that all employees understand how to report third-party harassment and feel supported in doing so.

10. Review and Monitoring

Reddiford School will regularly review this policy to assess its effectiveness and make adjustments as needed. Feedback from employees will be gathered through anonymous surveys and other feedback mechanisms. Data on both formal and informal complaints will be monitored to identify potential patterns and areas for improvement.

11. Consequences for Policy Breach

All employees are expected to comply with this policy. Breaches may result in disciplinary action, up to and including dismissal, depending on the severity of the offence. Aggravating factors, such as abuse of power over a more junior colleague, will be considered in determining the appropriate response to a breach of policy.

12. Support and Resources

Reddiford School encourages employees to seek support if they experience or witness harassment. Support can be sought from the Senior Management Team, School Governors, the Advisory, Conciliation and Arbitration Service (Acas), Police, Teaching Unions, etc.