

HARASSMENT POLICY

See also: ***Supporting Procedures and Policies***

- *Complaints Policy*
- *Protected Disclosure Policy*
- *Reporting process for suspected or disclosed child abuse*
- *Harassment Policy - Procedures*

Rationale:

The purpose of this policy is to provide information and guidance to anyone currently connected with Lincoln High School, who feel they or others have experienced harassment.

Guidelines:

1. Harassment is an unacceptable form of behaviour.
2. Harassment includes physical, verbal or non-verbal behaviour by a person, which is offensive. It can also take place by written or digital devices. Harassment includes but is not limited to:
 - a. the personal or physical characteristics of a person such as gender, ethnicity, sexual orientation or beliefs.
3. An ongoing education programme will be run for employees and students aimed at dealing with and eliminating harassment.
4. Any person may make concerns about harassment by a student or staff member to any Board of Trustee (BOT) member or school employee.
5. Formal written complaints made to employees or BOT members will be handled within the provisions of the Complaints Policy.
6. Harassment from an external person (eg parent/caregiver, contractor, ex-student) will be referred to an outside body (eg Police).
7. Where a complaint has been made, investigated and substantiated, the harasser's personal file should contain a summary of the nature of the complaint, the outcome of the investigation and the penalty if disciplinary action has been taken.
8. In all cases of serious abuse, the Ministry of Education's (MOE) Reporting Process for suspected or disclosed child abuse should be followed.