

# Golden Bay High School

## Harassment Policy

This policy relates to allegations of harassment of a Golden Bay High School student or employee, by a Golden Bay High School student or employee.

### OTHER RELEVANT POLICIES

- Concerns and Complaints Policy
- Protected Disclosure Policy
- Child Protection Policy
- Management Procedures for Dealing with Bullying and Harassment

### DEFINITION

Harassment includes physical, verbal or visual behaviour by a person, which is unwelcome or offensive. It can also take place by written or digital devices. Harassment can be based on the personal or physical characteristics of a person such as gender, ethnicity, sexual orientation, values or beliefs.

### POLICY

1. Harassment is an unacceptable form of behaviour and will not be tolerated at Golden Bay High School.
2. Ongoing education programmes will be run for employees and students aimed at dealing with and eliminating harassment.
3. Any person may report or make a complaint about harassment by a student or staff member to any BOT member, employee or any other appropriate person. Formal written complaints made to employees or BOT members will be handled within the provisions of the Concerns and Complaints Policy. Informal reports or concerns should be dealt with using management procedures for dealing with bullying and harassment.
4. Where a report or complaint has been made, investigated and substantiated, if a staff member, the harasser's personal file should contain a summary of the nature of the complaint, the outcome of the investigation, restorative processes undertaken and the penalty if disciplinary action has been taken. If the harasser is a student, notes should be kept on Kamar.
5. In all cases of serious abuse of a student, the reporting process in the Child Protection Policy should be followed.

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