

# **ST JOSEPH'S SCHOOL HARASSMENT PROCEDURE (Sexual, Racial, Bullying)**



*At St Joseph's School we acknowledge that Catholic Education, centred on a daily encounter with Jesus, is part of a life-long process leading to a full and rewarding life.*

## **Coverage: Staff members, Students and Parents**

It is the right of all students, parents and staff members of St Joseph's School to carry out their duties/activities and responsibilities while associated with the school free from any form of harassment.

Harassment is unsolicited verbal or physical conduct by a person or group and is –

unwelcome and offensive or might reasonably be perceived by the victim as unwelcome or offensive.

of a serious nature or persistent to the extent of having a detrimental effect on the individual's opportunities, job performance, employment.

For staff, the definition of sexual harassment pertaining to this policy is that contained in the Employment Relations Act 2000, Section 108.

## **PURPOSE**

1. To prevent all forms of harassment through education, which raises the awareness of those associated with the school, as to what constitutes harassment.
2. To ensure that all complaints are dealt with at the appropriate level in a sympathetic and sensitive manner, and for staff, in accordance with the Employment Relations Act 2000.

## **GUIDELINES**

1. The recipient or their advocate should make it clear to the offender that the particular behaviour is both unwelcome and offensive.
2. If the behaviour complained of persists, then the recipient of the harassment or their advocate may bring it to the notice of the Principal who will take up the matter on behalf of the recipient of the harassment. Where the Principal is involved in the harassment, the matter will be taken up by the Board Chairperson.

3. Any complaint should be thoroughly investigated by a grievance committee, in terms of the Employment Relations Act 2000.
4. Complaints are to be handled in accordance with the current related legislation.

### **CONCLUSION**

Achievement of this procedure will enhance relationships between parents, students and staff members of the school.

Reviewed: November 2020

Next Review Date: 2023