

# WAITAKERE COLLEGE

**Section E (NAG 5)**

**SAFE PHYSICAL & EMOTIONAL ENVIRONMENT**

**Policy:** Harassment Prevention

**Date of Review:** August 2019

**Reviewers:** Olivia Fugmann (Deputy Principal), Sandra van Eden (HOD Counsellor), Staff Health & Safety Committee

## **Goal**

Waitakere College is committed to ensuring that all members of the College community are treated fairly and with dignity and respect. Waitakere College aims to ensure that its work and learning environment are free of harassment.

## **Objectives**

Waitakere College is committed to a programme and procedures which will:

- Ensure that management, staff and students have a detailed understanding of what constitutes 'harassment'.
- Ensure that management, staff and students are aware of their rights and responsibilities.
- Treat any complaints sensitively and seriously.
- Provide an effective procedure for complaints based on the principles of natural justice.
- Provide protection from victimisation for anyone making a complaint.
- Where practical, Restorative Processes will be utilised to ensure that the harassment does not occur again, and that the parties can move on in their respective fields without continued conflict.

**Note:** This policy and the procedures apply to any allegation of harassment made by a member of the College community against any other member of the College community. Where an employee of the college requires it, the procedures of the relevant collective or individual employment contract will apply. There is separately a 'Complaints policy' which applies to most other areas of complaint which do not constitute 'harassment'.

## **Guidelines**

- A detailed definition of harassment in employment and education is published where it is readily accessible to both students and staff and all members of the College community are given an explanation of this during their period of orientation.
- A published version of the definition will be prominently displayed in classrooms, offices and such other places as are relevant and accessible to all students and staff.
- The responsibilities of staff include (but are not limited to) compliance with the policy, modelling of appropriate behaviour, participation in training, support, protection and cooperation when working on an issue.
- The responsibilities for the staff member contacted, include (but are not limited to) listening to complaints and concerns, give necessary explanation and information and direction. Provide opportunities for referral and reporting.
- Education and on-going training will be given to all groups in the College in relation to harassment and its prevention.

- The complainant should be kept informed of the progress and outcome of their complaint.
- Any staff member found to have harassed another staff member or a student of Waitakere College will be liable to disciplinary action ranging from an oral warning to dismissal in cases of serious harassment.
- Any student found to have harassed another student or member of staff of Waitakere College will be liable to disciplinary action ranging from an oral warning to suspension in cases of serious harassment.
- Where practical, Restorative Processes are used in the school to ensure that harassment does not reoccur and that the parties can move forward without conflict in their respective fields

Refer in conjunction to the student management and discipline policy.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date