



Rotorua Seventh-day  
Adventist™ School  
*Te Kura o Te Rā Whitu ki Rotorua*

*Building for Eternity*

POLICY STATEMENT

## **SEXUAL HARASSMENT POLICY**

*Casting all your anxieties on him, because he cares for you. 1 Peter 5:7*

### **Rationale**

Sexual harassment is not acceptable in the Rotorua Seventh-Day Adventist School and the Principal and Board of Trustees must deal with complaints of sexual harassment in an appropriate way.

### **Purpose**

To eliminate sexual harassment

To deal with cases of sexual harassment in a sympathetic manner and ensure that the person making the complaint is not subjected to victimization.

To follow procedures set down.

To clearly show that any form of sexual harassment is opposed to the values of our school and therefore unacceptable.

### **Procedures**

1. In the event of sexual harassment the complainant may approach -

- Principal
- Fellow staff person
- NZEI Staff Liaison Officer
- NZEI Counsellor or Field Officer

2. The case should be documented by the complainant with the assistance of the supporting person or persons.

3. The Board of Trustees must be informed as soon as possible that a complaint has been made. Appropriate action will be decided.

5. If it is decided that further action should be taken, the harasser should be informed and the complaint will be laid through one of the following avenues.

- The Principal
- The Board of Trustees
- Personal grievance through and Industrial Advocate or an NZEI Field Officer
- Field Officer
- Human Rights Commission through and NZEI Field Officer.

### **Guidelines**

1. Staff will be made fully aware of the school's policy on sexual harassment.

2. Staff will observe pupils' behaviour and notify Principal of incidents of sexual harassment between pupils. Appropriate action will be taken.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent \_\_\_\_\_

BOT RATIFIED: 5 February 2019

BOT REVIEWED: November 2012