



Preventing Sexual Harassment Policy

Reviewed by:	Sevda Korbay (Head) Tracey Sewell (Bursar) Pauline Moisy (Head of Pastoral Care, DSL)
Approved by:	Governors
Date Approved:	November 2025
Next Review:	November 2026

0. Document Control.....	3
1. Statement of Commitment.....	4
2. Definition of Sexual Harassment.....	4
3. Duty to Prevent Sexual Harassment.....	4
4. Training and Communication.....	5
5. Reporting Procedure.....	5
For Adults.....	5
For Pupils.....	5
Escalation.....	5
6. Handling Complaints.....	6
Procedure.....	6
Record-Keeping.....	6
7. Informal Action.....	6
8. Formal Action.....	6
9. Confidentiality and Information Handling.....	7
10. Supporting People to Speak Up.....	7
11. Responsibilities of Leadership and Management.....	7
12. Support for Affected Individuals.....	8
13. Links to Safeguarding and Equality.....	8
14. Monitoring, Evaluation and Review.....	8

0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
October 2025	All Sections	Full policy review, formatting.

1. Statement of Commitment

Gatehouse School operates a **zero-tolerance** approach to sexual harassment.

Everyone in our community has the right to learn and work in an environment free from unwanted, unsafe or intimidating behaviour of a sexual nature.

This policy outlines how the School prevents, identifies and responds to sexual harassment in line with:

- The Worker Protection (Amendment of Equality Act 2010) Act 2023
- The Equality Act 2010
- Keeping Children Safe in Education (2025)
- ACAS Code of Practice on Harassment

2. Definition of Sexual Harassment

Sexual harassment is any unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Examples include (but are not limited to):

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes, comments or innuendo.
- Displaying or sharing sexually explicit materials.
- Sending sexually explicit emails, messages or images.

Sexual harassment can be verbal, non-verbal, written, digital or physical, and may occur between:

- Adults (staff, volunteers, contractors, visitors);
- Pupils; or
- Adults and pupils.

The School recognises that sexual harassment may intersect with other forms of discrimination, including harassment based on race, disability, religion, gender reassignment or sexual orientation.

3. Duty to Prevent Sexual Harassment

Under the 2023 Act, Gatehouse School must take reasonable steps to prevent sexual harassment. We will therefore:

- Implement clear policies and regular training to raise awareness.
- Promote a culture of respect, dignity and inclusion.
- Assess and mitigate any environmental or organisational risks.
- Take proactive steps to identify early signs of concern.
- Protect staff and pupils from third-party harassment, including that perpetrated by parents, visitors, contractors or others engaged with the School.
- Ensure pupils are taught, in an age-appropriate way, to recognise unsafe or unwanted behaviour, treat others with respect and tell a trusted adult if they feel uncomfortable.

4. Training and Communication

- All employees receive annual training on recognising, preventing and responding to sexual harassment.
- This policy is introduced at induction for new staff and revisited during INSET.
- Leaders model expected standards and reinforce the message that harassment of any kind will not be tolerated.
- Reminders and updates are shared through staff meetings, newsletters and safeguarding briefings.

5. Reporting Procedure

For Adults

- Any employee, volunteer or contractor who experiences or witnesses sexual harassment should report it to the **Headteacher**.
- If unable to do so, reports may be made to the **Bursar** or **Deputy Bursar**.
- Reports may be made **in person or via email**, and may be anonymous.

For Pupils

- Pupils who experience or witness sexual harassment should speak to **any trusted adult**, their **Class Teacher**, or a member of the **Safeguarding Team**.
- Staff will respond sensitively and follow the **Child Protection procedures** set out in **KCSIE 2025**.

Escalation

- Serious incidents involving children will be reported to the **Local Authority Designated Officer (LADO)** and, where appropriate, the **Police**.
- Staff may also use the **Whistleblowing procedures** if they believe concerns have not been appropriately addressed.

6. Handling Complaints

All complaints will be taken seriously, investigated promptly and handled sensitively.

Procedure

1. **Acknowledge** receipt of the complaint.
2. **Investigate** thoroughly and impartially.
3. **Keep** all parties informed of progress while protecting confidentiality.
4. **Conclude** with appropriate action and provide written outcomes.

Both the complainant and the person complained about will be treated fairly, kept informed and offered support throughout the process.

Record-Keeping

All reports, investigations and outcomes will be **recorded securely** for monitoring and compliance purposes.

7. Informal Action

Where appropriate, and only with agreement from the person raising the concern, the School may:

- Explain to the person whose behaviour caused concern why it was unacceptable and must cease.
- Arrange mediation between those involved.
- Provide coaching, mentoring or targeted training.

8. Formal Action

A formal process will be followed when:

- Informal options are not suitable or have been unsuccessful, or
- A formal complaint is made at the outset.

Possible outcomes include:

- Formal warnings, suspension or dismissal of staff.
- Withdrawal of access for volunteers or visitors.
- Behavioural or disciplinary sanctions for pupils.

Where a criminal offence may have been committed, the Police will be informed immediately.

9. Confidentiality and Information Handling

The School will:

- Maintain confidentiality as far as possible.
- Share information only with those who need to know to fulfil safeguarding or legal duties.
- Follow data-protection, privilege and disclosure laws to ensure sensitive communications are protected.

10. Supporting People to Speak Up

Gatehouse School encourages openness and speaking up about sexual harassment.

We will:

- Reduce psychological barriers by acknowledging that speaking up can be difficult.
- Reassure staff and pupils that reports will be treated seriously and sensitively.
- Lessen social threats by emphasising that reporting aims to improve the environment, not punish unjustly.
- Provide clear channels for confidential reporting without fear of retaliation.
- Offer support such as counselling and wellbeing resources.
- Promote a speak-up culture through ongoing communication and training.

This policy operates alongside the **Whistleblowing Policy** and the **Public Interest Disclosure Act 1998**, which protect individuals from victimisation when raising legitimate concerns.

11. Responsibilities of Leadership and Management

Leaders and managers will:

- **Embed zero tolerance** of sexual harassment in all policies, training and daily practice.
- **Lead by example** through professional and respectful behaviour.
- **Communicate expectations** clearly to staff, pupils and parents.
- **Monitor** working and learning environments to identify risks.
- **Report** substantiated complaints to the Chair of Governors and relevant agencies.

- **Review** this policy and associated training annually to ensure effectiveness.

12. Support for Affected Individuals

The School will provide appropriate support to anyone affected by sexual harassment, including:

- Access to counselling or external wellbeing services.
- Adjustments to work or study arrangements where needed.
- Ongoing check-ins and pastoral support.
- Safeguarding follow-up for any pupil involved.

13. Links to Safeguarding and Equality

This policy forms part of Gatehouse School's Safeguarding Framework.

All incidents involving pupils are managed in accordance with **Keeping Children Safe in Education (2025)** and the **Equality Act 2010**, ensuring the rights and wellbeing of all are protected.

The School recognises the additional vulnerability of pupils with SEND and will take proportionate, supportive action.

14. Monitoring, Evaluation and Review

- The Headteacher and Bursar maintain oversight of all reported cases.
- Annual anonymised data is reviewed by the Governing Body as part of safeguarding reporting.
- The policy and associated training are reviewed annually or sooner following legislative or guidance changes.