LONDON PARK SCHOOLS

CLAPHAM MAYFAIR SIXTH HYBRID

Sexual Harassment Policy

Name	Sexual Harassment Policy
Approved by	Board of Governors
Policy owned by	Head
Date Effective From	September 2026
Date of next review	August 2027

This Sexual Harassment Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

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SEXUAL HARASSMENT

Employers are legally obliged to take reasonable steps to prevent sexual harassment of their workers in the course of their employment and by third parties. We are committed to fostering a safe, respectful, and inclusive environment for all workers. Sexual harassment of any kind is strictly prohibited and will not be tolerated under any circumstances.

WHAT IS SEXUAL HARASSMENT

Harassment may be sexual in nature. The law defines sexual harassment as:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

It can be sexual harassment if the behaviour:

- has one of these effects even if it was not intended
- intended to have one of these effects even if it did not have that effect

Examples of sexual harassment

Sexual harassment can occur in many forms, and can take place either at work, outside work, in person, or online. While this is not an exhaustive list, examples include:

- physical conduct of a sexual nature, unwelcome physical contact or intimidation;
- persistent suggestions to meet up socially after a person has made clear that they do not welcome such suggestions;
- showing or sending offensive or pornographic material by any means (eg by text, video clip, email or by posting on the internet or social media);
- unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults;
- offensive comments about appearance or dress, innuendo or lewd comments;
- leering, whistling or making sexually suggestive gestures;
- gossip and speculation about someone's sexual orientation or transgender status, including spreading malicious rumours; and
- discussing sexual experiences.

WHAT TO DO IF YOU EXPERIENCE OR WITNESS SEXUAL HARASSMENT

If you experience or witness sexual harassment, here is what you should do:

PRIORITISE YOUR SAFETY

If you feel unsafe, remove yourself from the situation immediately. Seek assistance from a trusted colleague if necessary.

REPORT THE INCIDENT

Informally

If you feel able to, you may decide to raise the issue with the individual themselves, to make clear that their behaviour is not welcome and to ask them to stop. They may not be aware that their behaviour is offending you.

Alternatively, if you do not feel up to speaking directly to the individual, you may consider asking your Line Manager, a colleague, or HR for support.

If you are experiencing bullying or harassment by a third party, we encourage you to report this to your Line Manager or the HR team without delay so that they can advise and support you on the best course of action.

Formally

If you are not happy with the outcome of an informal process, or if you feel it is not appropriate to approach the issue informally, you may decide to raise it formally.

To report the incident formally, you should discuss this first with your Line Manager or Head. If for any reason you are unable to approach your Line Manager or a more Senior Manager, you can speak to the HR department or to the Designated Safeguarding Lead.

You can raise a formal complaint of bullying or harassment under our Grievance procedure if it applies to you. However, you may prefer to do so under this policy because it is specifically aimed at dealing with such issues. If you raise a formal complaint under this policy, you will not be required to attend a grievance hearing and the investigation will be conducted under the Disciplinary Policy. You should be aware that you cannot raise a complaint under this policy if you have raised a complaint about the same issue already under the Grievance procedure.

We will usually ask you to set out the details of the incident and ask you to include as much detail as possible about the incident including dates, times, locations, individuals involved and witnesses.

We will investigate fully every formal complaint in an objective and confidential way, while also ensuring that we respect your rights as well as the rights of the alleged harasser. Including carrying out investigation meetings with the alleged harasser to ascertain their response to allegations and any witnesses. This will also include holding a meeting with you to enable us to ask further questions.

We encourage all employees to report sexual harassment, knowing that their concerns will be taken seriously and addressed promptly and fairly.

Confidentiality

All reports will be handled confidentially to the extent possible while ensuring a thorough investigation. Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will result in disciplinary action.

Support and Resources

We understand that anyone affected by, or involved with a complaint of harassment may feel anxious or upset and we will do what we can to support you.

All employees have access to the 24/7 confidential Employee Assistance Programme.

Please contact HR who can help you to access the support services available on the programme.

HR will provide guidance and support throughout the reporting and resolution process.

CONSEQUENCES OF BREACHING THIS POLICY

If, following a formal investigation, we find that you have committed, authorised or condoned an act of sexual harassment, we will deal with the issue as a possible case of misconduct or gross misconduct.

We may take disciplinary action against you, up to and including dismissal (or other appropriate action for non-employees). You should be aware that any aggravating factors, such as abuse of power over a more junior colleague, will be taken into account in deciding what disciplinary action to take.

Anyone who complains or takes part in good faith in a harassment investigation must not suffer any form of detrimental treatment or victimisation. If we find that you have victimised anyone in this way, we will instigate disciplinary action against you up to and including dismissal (or other appropriate action for non-employees).

If you are an employee, please refer to our Disciplinary procedure for further information.

DATA PROTECTION/RECORD-KEEPING

We process personal data collected in relation to sexual harassment complaints in accordance with our data protection policy. In particular, data collected in relation to the investigation of sexual harassment complaints is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints and conducting an investigation.

TIME OFF BECAUSE OF SEXUAL HARASSMENT

The organisation will handle any time off that results from sexual harassment at work sensitively. For instance, paid time off will be granted for sickness absence or appointments for specialist support that result from sexual harassment at work.

Any time off due to the reasons stated above, will not count against an employee or any absence trigger points.

ASSESSING AND MANAGING RISK

We have a duty to anticipate and prevent harassment. We encourage staff to actively report situations where they feel at risk so we can assess and take the appropriate measures to manage risk.

This policy is lined to:

Grievance Policy

Disciplinary Procedures