



Longley Park Sixth Form

Prevention of Sexual Harassment Guidance

(Staff and Students)

1. Aim

1.1 The Sixth Form is committed to providing a safe environment and a positive work and learning experience for all our community – staff and students. Any form of sexual harassment is not tolerated.

1.2 This policy sets out the Sixth Form's expectations of behaviour by our staff and students. It also provides approaches to dealing with complaints in relation to sexual harassment. It intends to protect students and staff from inappropriate sexual behaviour, which may include but is not limited to, violence, grooming, misconduct, and harassment in all forms.

2. Definitions and Scope

2.1 Sexual harassment is any form of unwanted verbal, nonverbal or physical conduct of a sexual nature, or with sexual elements or tone. It is especially serious if continued after it has been made clear that the behaviour is unwanted.

2.2 Sexual harassment is unlawful under the Equality Act 2010. It is also unlawful to treat someone less favourable because they have either submitted a complaint of sexual harassment or rejected such behaviour. Under the Act, sexual harassment is defined as occurring when a person engages in unwanted conduct of a sexual nature that the purpose or effect of:

- Violating someone's dignity, or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

2.3 Sexual harassment includes a wide range of behaviours including but not limited to:

- Sexual comments or jokes
- Displaying sexually graphic pictures, posters, or photographs
- Suggestive looks, staring or leering
- Propositions and sexual advances
- Making promises in return for sexual favours
- Sexual gestures
- Intrusive questions about a person's private life or sex life, and discussing your own sex life
- Sexual posts or contact on social media
- Circulating sexual rumours about someone



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- Sending sexually explicit emails or text messages
- Unwelcomed touching, hugging, massaging, or kissing
- Criminal behaviour including sexual assault, stalking, grooming, indecent exposure and sending offensive communication
- Predatory behaviours
- Coercion

2.4 Sexual harassment may be of individuals or groups, caused by individuals or groups or by incitement of others.

2.5 Sexual interaction that is invited, mutual and consensual is not sexual harassment because it is not unwanted.

2.6 An individual can experience sexual harassment from some of the same or different sex. The recipient of such behaviours is the one whom decides if this is unwanted or not.

2.7 Sexual harassment can be a one-off event and doesn't need to be directed at a person. This can be witnessed or overheard.

2.8 Sexual conduct that may have been welcomed in the past can become unwanted at any given time.

2.9 Victimisation of any individual making a complaint under this policy will not be tolerated and staff will be dealt with under the Sixth Form's disciplinary processes, as will students.

2.10 Sexual harassment constitutes serious misconduct and may result in dismissal for staff and a permanent exclusion for students.

3. Expectations of Staff

3.1 The Sixth Form believes that the professional relationship of trust and confidence that exists between staff and students is a central and essential part of a student's educational development and care. Those who work for or represent the Sixth Form **must not** abuse their position in any way.



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3.2 The Sexual Offences Act 2003 (Sections 16-21), prohibits such contact between a person and other person under the age of 18 years, where such a relationship would be an abuse of trust between the parties. This includes situations where the young person is attending an educational institution. The Sixth Form prohibits any intimate relationship between its staff and its students.

3.3 An imbalance of power can also exist between staff; due to the positions they hold within the Sixth Form. Any abuse of the professional working relationship between staff is unacceptable and could be subject to disciplinary action.

3.4 The Sixth Form recognises that, on occasion, a consensual relationship may develop between staff members. In such cases, both staff members should notify the Operations Manager.

4. Reporting

4.1 Any member of the Sixth Form community is encouraged to formally report cases of sexual harassment whether they are the victim or witness to it as soon as possible.

4.2 Staff should make a complaint to the Operations Manager or Assistant Principal (Behaviour and Welfare)/DSL who can advise on how to proceed. Complaints will normally progress through the Sixth Form's Complaints and/or Disciplinary Procedure. If the complaint is against a student, the Operations Manager will notify the Assistant Principal (DSL/Behaviour & Welfare), who will progress the complaint through the Disciplinary Processes as set out in the Relationship & Behaviour Policy. The Principal and Deputy Principal will be notified also.



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4.3 If a staff member becomes aware of sexual harassment between a colleague and student this must be reported to the Principal who may liaise with the Operations Manager and Assistant Principal (DSL/Behaviour & Welfare). If a staff member becomes aware of sexual harassment between two colleagues, advice should be sought from the Operations Manager.

4.4 Sexual harassment can also give rise to situations where there are coercive or predatory behaviours. If intimate relationships arise between staff members and any person has concerns about coercive or predatory elements to such relationship, they are encouraged to report this or disclose this to the Operations Manager, or alternatively they may wish to speak to their line manager or any member of the senior leadership team (unless the concern is in relation to either of those staff members).

4.5 Any student complaint relating to sexual harassment, including witness to such behaviour, should be referred directly to the Assistant Principal (DSL/Behaviour & Welfare). The Principal/Operations Manager will be involved if the complaint is against a staff member. Alternatively, students may choose to speak to their 'connected adult' – Tutor, Teacher, Safeguarding and Wellbeing Team, their parent, or another person of trust.

4.6 If any person becomes aware of sexual harassment that involves the Operations Manager or Assistant Principal (DSL/Behaviour & Welfare), this should be reported directly the Principal.

4.7 If any person becomes aware of sexual harassment that involves the Principal, this should be reported directly to Chair of Trustees

4.8 Sexual assault and rape are serious criminal offences. You can choose to report this to the Police who have the authority to investigate this. Both can be reported to the Police at any given time even many years after the event. If the matter is reported to the



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Police, you are still able to report this to the Sixth Form also so that appropriate support and measures can be put into place.

5. Investigations into Complaints or Allegations

5.1 Any investigations into allegations of sexual harassment by staff will be conducted under the Sixth Form's Code of Conduct processes. Investigations into allegations of sexual harassment by students will be conducted under the Disciplinary Processes as set out in the Relationships & Behaviour Policy. Allegations against students may also include liaison with multi-agency partners to ensure all safeguarding implications are considered.

5.2 Sexual harassment may also lead to a criminal investigation of the conduct undertaken. Where there are concerns that a criminal act has occurred the Sixth Form will seek advice from the Police. Where the complaint is received by a student in relation to Staff Member, the Sixth Form will involve LADO (Local Authority Designated Officer).

5.3 Confidentiality will be maintained, with exception to the involvement of external services where a criminal offence has been committed or where there is risk posed to the person making the report or to others.

6. Training and Awareness

6.1 All staff at the Sixth Form will receive specialist training in sexual violence and harassment

6.2 Awareness of Understanding of Sexual Harassment alongside to other aspects, including Consent, Sexual Violence, Child-On Child Abuse, Healthy Relationships is



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shared and discussed with students as part of their PHSE/Tutorial Curriculum and/or other curriculum areas such as Law.

6.3 The Sixth Form will work closely with services, who will offer support and intervention, workshops around this aspect.

7. Support and Advice

7.1 There are a variety of sources of support available to staff prior to a complaint being made, or when a complaint has been submitted, advice and support available to both victim and alleged perpetrator or witness. These include:

- Union Representative (information boards behind reception)
- Operations Manager and/or Assistant Principal (DSL/Behaviour & Welfare)
- Line Manager
- Trust HR/ Actionline
- Trustees – CEO/Safeguarding Trustee
- <https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>
0808 800 5000
- NSPCC Whistleblowing Advice Line – 0800 028 0285, help@nspcc.org.uk
- Trust PCSO dparker@brigantiastrust.net
- <https://www.safeguardingsheffieldchildren.org/scsp>
- Harmful Sexual Behaviour Support – 0344 2250623, hsbsupport@swgfl.org.uk

7.2 There are a variety of sources of support available to students prior to a complaint being made, or when a complaint has been submitted, advice and support available to both victim and alleged perpetrator or witness. These include:

- Tutor or identified Connected Adult
- A member of the Safeguarding or Wellbeing Team
- Assistant Principal (DSL/Behaviour & Welfare)
- A member of the Senior Leadership Team



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- [Wellbeing - Longley Park Sixth Form](#)
- NSPCC/ChildLine 0800 1111

8. Relevant Policies

This policy should be read in conjunction with the Sixth Form's Child-on-Child Policy.

Other relevant policies: -

- Safeguarding & Child Protection Policy
- Relationships & Behaviour Policy
- Whistleblowing Policy
- Staff Disciplinary Policy
- Complaints Policy
- Staff Code of Conduct