



SEXUAL HARASSMENT POLICY

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

Kingfisher Education is committed to providing a safe, inclusive, and supportive environment for all children, staff, and visitors. This policy outlines our stance on sexual harassment and offers clear procedures for reporting and addressing any incidents. This applies to all Kingfisher Education employees, including temporary or seasonal staff as well as any adults connected to the school.

Additionally, this policy addresses conduct between adults and children.

Scope of Policy

This policy applies to:

- All summer school staff, including permanent, temporary, and short-term employees.
- Volunteers, contractors, and visitors.
- All children enrolled at Kingfisher Education camps.
- Any other individuals associated with Kingfisher Education.

This document adheres to the standards set out in the Equality Act 2010 and aligns with UK safeguarding guidelines.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Sexual harassment can be verbal, non- verbal, physical or online/virtual and can take many forms, including but not limited to:

- Spreading sexual rumours about a person
- Unwelcome touching, hugging, massaging or kissing
- Sexual comments, jokes or gestures
- Suggestive looks, staring or leering
- Sending or displaying inappropriate material (e.g., images or messages)
- Sexual posts or contact on social media
- Propositions and sexual advances
- Intrusive questions about a person's private or sex life, or a person discussing their own sex life
- Making promises in return for sexual favours

Sexual harassment may occur face-to-face, online, or through other communication channels.

Responsibilities

Management Responsibilities:

- Ensuring the policy is implemented and followed by all staff members.
- Providing clear training and concise information on sexual harassment to all staff during their induction.
- Promptly and confidentially investigating any reports of sexual harassment.
- Taking appropriate action against anyone found to have breached this policy, which may include dismissal (staff), contract termination (contractors), exclusion (students) or legal action.

Staff Responsibilities:

- All colleagues, children and visitors must be treated with respect and professionalism.
- Refraining from any form of sexual harassment.
- Reporting any incidents of sexual harassment witnessed or experienced to the Designated Safeguarding

Lead (DSL) or line manager.

- Cooperating with inquiries concerning allegations of sexual harassment.

Children's Safety: It is crucial to prioritise the safeguarding of children. All adults involved associated with or connected to Kingfisher Education must be aware of the boundaries when interacting with children and refrain from any behaviour that could be perceived as inappropriate or abusive.

Reporting Procedures

1. Confidentiality: All reports of sexual harassment will be handled confidentially, and information will only be shared with those necessary for the investigation and resolution of the issue.
2. Making a Report: Any staff member, contractor, visitor or child who believes they have been subjected to sexual harassment, or has witnessed such behaviour, should report the incident as soon as possible.

Reports can be made to:

- The onsite Designated Safeguarding Lead (DSL) - the Centre Manager
- The onsite Deputy DSL - the Welfare Manager
- Another member of the onsite Senior Management Team
- The offsite Deputy DSL at Kingfisher Education

3. Investigation Process:

- All reports will be taken seriously and investigated promptly.
- Investigations will be conducted impartially and will respect the rights of both the complainant and the alleged harasser.
- Both parties may be required to submit statements and participate in meetings during the investigation process.

4. Outcomes:

Depending on the findings of the investigation, outcomes may include:

- Formal warnings or dismissal (for staff) / termination of contract (for contractors) / exclusion (for students) involved in harassment.
- Additional training on appropriate conduct if appropriate.
- Referral to external authorities, including the police in serious cases.

Consequences of Sexual Harassment

Sexual harassment is considered a serious breach of this policy and will not be tolerated. Consequences for those individuals found responsible for sexual harassment may include:

- Formal disciplinary action
- Termination of employment or contractual work for staff or contractors
- Course exclusion for students
- Removal from the premises
- Reporting to relevant safeguarding authorities, particularly in cases involving minors

Support

Kingfisher Education Summer Schools recognises that reporting sexual harassment can be a challenging experience. We are committed to offering necessary support to anyone who comes forward, including referrals to external organisations and helplines such as [ACAS](#) (Advisory, Conciliation and Arbitration Service) or [Samaritans](#) and additional safeguarding measures where necessary.

Training and Awareness

All staff will receive training on this policy during their induction, refresher materials will be made available to ensure that everyone understands their responsibilities in regards to this policy.

Monitoring and Review

This policy will be reviewed annually, or sooner if necessary, to ensure it remains effective and up-to-date with current laws and best practices.

Contact Information

For questions, concerns, or to report an incident, please contact the Deputy Designated Safeguarding Leads at Kingfisher Education's Office on +44 XXXXXXXXX / admin@kingfishereducation.com