

Harassment

Harassment can include behaviour that is found to be intimidating or offensive. It can be on any of the grounds included in anti-discrimination legislation and can be a single or repeated act of offensive behaviour. It may include such behaviours as:

- Intimidating or humiliating telephone calls
- Name calling or derogatory gestures
- Offensive jokes
- Displays of offensive material
- Messages or images received via email (regardless of whether they are for private use)
- Persistent questioning about a person's private life

Sexual harassment may include the behaviours listed below where the person acting in such a manner could reasonably be expected to anticipate that such behaviour would offend, humiliate or intimidate the other person:

- Making unwelcome sexual advances
- Making any request for sexual favours
- Making remarks or aspersions of a sexual nature relating to the other person
- Subjecting another person to unwelcome conduct of a sexual nature, including through conversation, action or the display of offensive material

Policy Statement

Embassy English is committed to providing all staff/teachers and students with a working and learning environment free from harassment. All staff/teachers and students are required to honour and support this commitment. The harassment of staff/teachers and students is unlawful under the Human Rights Act 1993. This Act explicitly prohibits:

1. the harassment of any student by any other student or staff member and
2. the harassment of any staff member by any other staff member or student

Harassment of any nature is unacceptable and will not be tolerated at Embassy English under any circumstances. Appropriate disciplinary action will be taken in any proven instance of harassment.

Definition of Sexual Harassment

Sexual harassment is any unwelcome and uninvited comment, attention, contact or behaviour of a sexual nature that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual.

Harassment

Sexual harassment has nothing to do with mutual attraction or consenting friendships.

Examples of sexual harassment may include:

- The distribution or display of offensive pictures or written material
- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's physical appearance, dress or private life
- Jokes, intrusive questioning, messages or telephone calls of a sexual nature
- Direct propositioning or subtle pressure for sexual favours.
- Leering, patting, pinching, touching or unnecessary familiarity
- Indecent exposure, sexual assault or rape

What to Do if you are Harassed

Staff/teachers or students who believe that they are being sexually harassed should make it known that the comments, attention, contact or behaviour are unwelcome and offensive. If the sexual harassment continues, or if you are unable or unwilling to handle the matter, you should contact the Principal, Centre Academic Manager, Welfare Manager, Teacher or Business Services Manager for information or advice on how to make a formal complaint.

Victimisation

A person is victimised if threatened, harassed, harmed or subjected to any form of detriment. In relation to sexual harassment it is against the law to victimise a person who:

- Has made a complaint, or
- Intends to make a complaint

Sexual Health

Refer to 'Student Welfare – Useful Contacts' document for the contact details of organisations that can help with these issues.

Student Anti-Bullying Guidelines

Every student at Embassy English has the right to experience positive and respectful relationships with all members of the school community. Our codes of conduct require students and staff to show courtesy, consideration and respect to each other. Bullying behaviour is not acceptable at Embassy English.

Definitions and Examples of Bullying

To bully means to coerce, frighten, persecute, torment, pick on, terrorise, threaten or tyrannise. People who bully, discriminate against others because of their gender, racial/national origin, or sexuality or their age or physical appearance; or try to make themselves feel powerful by frightening others; or threaten others for money, sex or help with schoolwork.

Examples of bullying can include:

- Verbal – name calling, put downs, threats
- Physical – hitting, tripping, poking, punching, kicking, throwing objects, stealing
- Social – ignoring, ostracising.
- Psychological – stalking, giving dirty looks, spreading rumours or damaging possessions.

While bullying is more common between students, staff may be bullied, by students.

Preventative Strategies

The school has a range of strategies designed to prevent bullying. These include:

- A school ethos that is built on and models respect for the individual
- Published codes of conduct for staff and students
- Student welfare policy
- Welfare staff
- Supervision of students by staff
- Teachers discourage bullying by
 - i. expressing disapproval of bullying in the classroom and around the school;
 - ii. listening sympathetically to students who need support when they are victimised and initiating action (if the victim agrees);
 - iii. encouraging cooperative learning in the classrooms and avoiding dominating or authoritarian behaviour themselves;
 - iv. talking with students about behaviour and bullying.

Reactive Strategies

You are encouraged to discuss behaviour that concerns you with your teachers, Centre Academic Manager, Business Services Manager or Welfare staff. (Translators will be provided if you feel more comfortable speaking in your own language.)

Incidents of bullying should be brought to the attention of the teacher, Centre Academic Manager, Business Services Manager or student welfare staff, who will counsel the students. Discussions take place with the victim(s) and bully(s) (if identified). At all times the confidentiality of the victim is respected. For serious cases of bullying the Principal will be involved in the procedure.

If the problem cannot be resolved by counselling, then sanctions may need to be applied. These can include interviews with the parents or guardian of the bully(s) (where applicable), suspension or expulsion in serious cases.

Support for the victim of bullying can include regular follow up discussions with staff, contact with specialists or organisations that can help the student and changes to accommodation, if required.

Discrimination

It is illegal to discriminate on the grounds of race, religion, gender, sexual orientation or age. Students should report any discriminatory behaviour to Student Welfare Manager, their teacher, Business Services Manager or the Centre Academic Manager. The Human Right Commission website is **humanrightscommission.co.nz**.