




BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

Prevention of Sexual Harassment Policy 2024 - 2025

Date of approval	January 2025
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Term of review	Annually
Committee Responsible	S&P Welfare
Prepared By	BMV
Signed by Chair of Committee	


Changes Made	Date
Created to reflect law change Oct 24	

Prevention of Sexual Harassment Policy

2024-2025

School: Beis Yaakov High School Academy

Named personnel with designated responsibility for safeguarding:

Designated safeguarding lead (DSL)	Mrs T Reznick	T.Reznick@byjhs.org
Deputy designated safeguarding leads (Deputy DSLs)	Mrs N Bor Mr B Myers	N.Bor@byjhs.org B.Myers@byjhs.org
Designated Looked After Children Lead	Mr B Myers	B.Myers@byjhs.org
Nominated Governor for Child Protection	Mr Daniel Nissen	D,Nissen@byjhs.org
Chair of Governors	Mr A Topperman	A.Topperman@byjhs.org
Designated Mental Health Leads	Mrs T Reznick Mrs A Treblow	T.Reznick@byjhs.org A.Treblow@byjhs.org
Local Authority Designated Officer (LADO)	Managing allegations against an employee (or volunteer)	0161 603 4350 / 4445
Safeguarding in Schools Officer	Amanda Taylor	Phone: 07970134802 or email amanda.jtaylor@salford.gov.uk or  Chat with me in Teams

Introduction

Worker Protection (Amendment of Equality Act 2010) Act 2023 states that an employer must take reasonable steps to prevent sexual harassment of employees in the course of their employment. Sexual harassment can result in legal liability for BYJHS Academy and the perpetrator.

BYJHS Academy is committed to providing a work environment free from sexual harassment where everyone is treated with dignity and respect. Sexual harassment is unlawful and BYJHS Academy will not tolerate it. BYJHS Academy will take active steps to help prevent our staff from being sexually harassed in the workplace or from being victimised if they have made a complaint or have supported someone else who has made a complaint. BYJHS Academy encourages anyone who is a victim of, or witness to, sexual harassment to report it in accordance with this policy. This will enable us to take appropriate action and provide support.

This Policy applies to everyone who works for us, including employees, workers, agency workers, contractors, consultants, casual workers, volunteers and student teachers.

What is "sexual harassment"?

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Unwanted means unwelcome or uninvited. It reflects the employee's view and means unwanted by them. It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature in the past.

BYJHS Academy will not tolerate sexual harassment in our workplace. Any member of staff who sexually harasses another person will be disciplined (and in appropriate cases may be dismissed) if it happens:

- in a work situation including whilst working from home
- during any situation related to work, such as at a social event with colleagues, clients or customers
- on social media or other platforms and involves a colleague or any other person connected to us
- against anyone outside of a work situation where the incident may negatively impact on our reputation or is relevant to your suitability to carry out your role.

Third-party harassment

Third-party sexual harassment occurs where a person is sexually harassed by someone who isn't employed by BYJHS Academy or is under our control but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a student, a contractor, a supplier or where employees are visiting third party premises in the course of their employment e.g. schools and partner agencies.

The law requires us to take reasonable steps to prevent sexual harassment by third parties and we will not tolerate third party harassment either by a third party to our staff or by our staff to a third party.

Examples of steps that we will take to prevent third party harassment include:

- disciplining students, where appropriate, for any incident of sexual harassment, up to and including exclusion.
- providing awareness training for contractors and agency staff regularly deployed onsite outlining expected standard of behaviour that they must demonstrate and can be expected to experience.
- reporting any criminal acts to the police.
- ensuring third parties such as agency and contractors have policies and training for their staff to prevent sexual harassment
- providing third party staff with our expectations at induction onto site.
- ensuring third party employers with whom we work follow up on any reports of sexual harassment relating to their staff behaviour in relation to a BYJHS Academy employee.

All staff are encouraged to report any sexual harassment they experience or witness in accordance with this policy, including third party harassment, and to speak to their manager or any other appropriate person in our business if they think there are additional steps we could take to protect them from sexual harassment.

The steps we are taking to prevent sexual harassment

We will take the following reasonable steps to prevent sexual harassment in our workplace:

- conduct risk assessments to identify where our staff may be exposed to sexual harassment by other members of staff or by third parties;
- implement training programmes for all employees to ensure they recognise behaviours that may amount to sexual harassment, understand

how we expect them to behave towards the people they come into contact with and how to complain if they experience or witness inappropriate behaviour;

- make this policy available to all members of staff;
- encourage staff to report incidents deal with complaints in line with this policy.

How to complain or raise issues

BYJHS Academy encourage staff who witness sexual harassment or victimisation to take appropriate steps to address it. Depending on the circumstances, this could include:

- intervening where you feel able to do so;
- supporting the victim to report it or reporting it on their behalf;
- reporting the incident where you feel there may be a continuing risk if you do not report it;
- co-operating in any investigation into an alleged incident of sexual harassment.

You can also report the matter anonymously as detailed above or speak to your manager for advice.

If you believe that you have been sexually harassed you have a number of options open to you:

- a) if you feel confident doing so, speak to the person who has harassed you, explain why their behaviour is unwanted and ask them to stop. Sometimes, people do not realise how their actions are impacting others and pointing this out can be enough to prevent repeat behaviour. Please speak to your line manager if you'd like advice about how to approach the conversation;
- b) make a complaint under the School Grievance Policy (you have the option of choosing an informal or formal approach). Sometimes an informal solution may not be appropriate or hasn't worked.
- c) If you are not certain whether an incident or series of incidents amounts to sexual harassment, please speak to your line manager and ask for advice.
- d) If your concerns relate to your manager, contact a member of senior leadership.

e) We want to reassure you that you will not be penalised for making a complaint – even if we don't uphold it. Staff will only face disciplinary action if we reasonably conclude that their allegations are false and were made in bad faith (that means the employee who made the complaint didn't honestly believe it to be true). This will only be necessary in exceptional circumstances.

How we will deal with complaints

BYJHS Academy will deal with complaints in line with our Grievance Policy.

We may, if we think it necessary, separate you from the person you are complaining about whilst we investigate to prevent things from getting worse whilst the investigation is ongoing. This is not a prejudgment of your complaint and we will discuss this with you before doing it. If we uphold your complaint we will deal with the matter in accordance with our Disciplinary Policy.

If we decide not to uphold your complaint, we will explain why and explain how you can appeal in accordance with our Grievance Policy. If your complaint relates to a colleague, we will consider ways of improving your relationship and may, for example, suggest mediation or offer training.

When we will take disciplinary action

Any employee found to have sexually harassed a colleague or another person will be subject to disciplinary action and may be dismissed. We will take into consideration any aggravating factors such as abuse of power over a more junior or vulnerable colleague, when deciding on the appropriate disciplinary action. We may also report any criminal acts to the police.

If a member of staff has been harassed by a third party, we will take appropriate action to prevent it from reoccurring. That may include warning the harasser that if they repeat their behaviour we may ban them from our premises and report any criminal acts to the police.

How we will protect and support those involved

Anyone who raises an allegation of sexual harassment with us in good faith will not be subjected to any detriment as a result. We will provide appropriate support to anyone who makes a complaint or who witnesses an incident and will protect them from victimisation. You should not fear retaliation for having raised or supported a complaint of harassment and you will be protected from being treated less favourably because you have done so.

We will provide regular training to all employees on what sexual harassment is and how to report it. We will provide separate training to managers so they understand the role they have in supporting colleagues who experience or witness sexual harassment.

We will undertake risk assessments and take other reasonable measures to understand areas and roles where our staff are most at risk of sexual harassment and will take reasonable preventative steps to mitigate those risks.

How we will maintain confidentiality

We are committed to handling all complaints of sexual harassment sensitively and confidentially. If you have made a complaint, witnessed an incident or are accused of sexual harassment, you must not discuss the case with anyone except:

- any manager or other responsible person in our organisation you have approached for help and support;
- your trade union representative;
- someone at work who is acting as your companion at a formal meeting;
- close family or friends who are supporting you;
- anyone who is providing counselling or other services to you provided they are suitably qualified.

We will ensure that any investigation into a complaint is conducted confidentially and that the details of the complaint are only disclosed to those who need to know in order to investigate and resolve the matter. In some cases, this may include providing information to the police or to a regulator. We may place information and documents about a complaint raised by or about you on your personnel file. These will be processed in accordance with our Data Protection Policy.

We will only use Non-Disclosure Agreements (NDAs) or confidentiality provisions if it is lawful, necessary, and appropriate to do so, and will not prevent employees from making protected disclosures (whistleblowing) as defined under the Employment Rights Act 1996. Please refer to our Whistleblowing Policy for more details.

If you fail to maintain confidentiality when you are involved in some way in a sexual harassment complaint, then you may be disciplined in accordance with our Disciplinary Policy.

How we will monitor our progress

We will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation we receive to make sure that they are properly investigated and resolved, repeat offenders are dealt with appropriately, and workforce training is targeted where needed. We will review the effectiveness and contents of this policy at least on an annual basis. We will identify any themes that emerge, evaluate feedback and consider what lessons can be learned.

Useful links

- [Grievance Policy](#);
- [Disciplinary Policy](#);
- [Data Protection Policy](#);
- [Whistleblowing Policy](#);