



Clarence High School

Anti-Sexual Harassment Policy

CLARENCE HIGH SCHOOL is committed to providing a school environment free from sexual harassment for all students and all women employees. Any such incidents of harassment must be reported to the school authorities in accordance with the procedures so that appropriate action could be taken. For any formal action to be taken, a written complaint/ email complaint/ anonymous complaints is necessary to be filed by the victim to the Chairperson of the ASHC, which will then lead to a formal investigation by the Committee members. Disciplinary action leading up to expulsion will be initiated on students found indulging in harassment of their peers. Employees found guilty of sexual harassment post investigation will be terminated and all benefits will stand cancelled who engage in sexual harassment are subject to disciplinary actions, memos, withdrawal of increments and termination. However, these actions can be taken only after due investigation is carried on and has been completed.

Scope

This policy applies to all students and all employees of CHS at the school premises and outside school hours if both the victim and the perpetrator are a part of CHS. The school will not tolerate sexual harassment, if engaged in by any student or adult employee.

The school premises include:

1. All classrooms or premises where school activities are conducted
2. All school- related activities performed at any other site away from the school premises
3. Any social or other functions where the conduct or comments may have an adverse impact.
4. Irrespective of school hours incidents that can happen between students/staff, connected to CHS.

Definition and examples

Sexual harassment is unwelcome sexual advances or requests and other conduct that is sexual in nature and offensive. It can be **spoken and/or written**(comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories, depiction through social media that includes (telephone, irrespective of medium of harassment be it online and social, face to face harassment, depiction of any part of the body of the student, enticing a student for phonographic purposes) or **physical** (grabbing, rubbing, flashing or mooning, stalking either directly or through

electronic or digital media, touching, pinching/patting in a sexual way, sexual assault) or **visual** (display of naked pictures or sex related objects, obscene gestures, making a student exhibit his/her body so as it is seen by others) behavior. Any other conduct or behavior which violates a student's dignity or creates an intimidating, hostile, degrading, offensive environment will also be treated as harassment.

Reporting procedure

Students/ Women Employees who have been victims of any kind of sexual harassment under the scope of the CHS policy shall report the incident in a formal written complaint addressed to the Chairperson of the ASHC. The aggrieved party may at first orally report the same to any member of the committee (as per procedure already made), but for any formal action to be initiated, a written complaint is mandatory.

The second meeting will be between the Chairperson, one other member of the ASHC Committee and the aggrieved party.

The third will be with the student/staff accused as the perpetrator and the ASHC.

If any Member of the Staff of CHS are aware of any unfortunate event of Sexual Harassment either between students or among staff, it is mandatory that they report the same to the Chairperson their identity will be kept completely confidential.

Response to Complaints:

Guidelines for students.

- The complaint will be taken seriously, privately investigated and notes kept.
- The investigation and response will be appropriate.
- Discipline will befit the nature of the offensive behavior and the age of the offender. Progressive discipline will be used unless the first offense is of a serious nature.
- Educating students regarding sexual harassment is the cornerstone of protection.
- Parental involvement is mandatory.

Guidelines for women employees

- If the perpetrator is an employee of CHS, upon the receipt of a written complaint and investigation if proven guilty shall be terminated with immediate effect.
- If the perpetrator is from the outsourced third party, the respective agency is to be informed and an FIR to be registered upon a written complaint. The perpetrator's association with the

school will be terminated immediately and the contract with the outsourced agency to be reviewed.

- It is mandatory for all staff to report of any such incidents of harassment to the Chairperson.

Complaints of sexual harassment will be investigated promptly and confidentially. Corroborating evidence is helpful in determining the truthfulness of the complainant.

Appropriate discipline can range from education and teacher counseling to expulsion for students.

After investigation and response, the victim should be informed that appropriate corrective measures have been taken and the aggrieved student encouraged to report any further events.

A complaint could be informally resolved by:

- Informing the alleged harasser of the complaint and provide an opportunity to respond.
- It could be resolved by having a discussion between the students involved.
- If possible, mediate an outcome that is satisfactory for the complainant
- Ensure confidentiality is maintained
- Follow up to ensure the behavior does not recur.
- Informing the parents in a written format is necessary.
- The parents of both the wards should be involved, this is mandatory.

Complaints should be resolved formally by escalating it to the CHS ASHC.

This committee will ensure time bound treatment (30 days from the date of receiving complaints to the date of resolution).

- Afford natural justice to all concerned
- Interview all directly concerned or separately.
- Keep records of the interviews and investigation.
- Ensure confidentiality and minimize disclosure

- Make a decision as to whether there is sufficient evidence that the incident of sexual harassment as defined has occurred and initiate appropriate action

A review of the policy will be done every three years.

Resources: POSCO Act 2012

Karnataka Govt guidelines-DPI circular dt 23.07.2014

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15/02/17.
PRINCIPAL
CLARENCE HIGH SCHOOL

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15/02/17