

## OKAIHAU COLLEGE POLICY: STAFF INTERPERSONAL SAFETY

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### **PURPOSE:**

To ensure safety, and freedom from harassment, including sexual harassment, abuse (physical, verbal and sexual abuse), racism, sexism, intimidation and false allegations.

### **POLICY:**

1. The staff are expected to maintain an appropriate level of professionalism at all times.
2. All members of the school community are expected to treat each other with respect at all times.
3. The Board of Trustees will ensure the employees' concerns will be listened to and supported with appropriate and consistent procedures.

### **PROCEDURE:**

1. On appointment staff will be made aware of school policies and procedures.
2. When an employee's safety has been compromised the Principal will be notified and will ensure that the appropriate guidelines are followed.
3. If an allegation is made against the Principal the complaint will be taken to the Board of Trustees.

### **GUIDELINES:**

1. The written complaint is taken to the Principal.
2. The person complained against is informed.
3.
  - A. If the Principal considers the allegation to be serious the relevant employment contract provisions will be applied.
  - B. If the person complained about is a member of the community the principles of natural justice will be followed.
  - C. If the person complained about is a student appropriate disciplinary procedures will be followed.
4. In serious cases the police could be informed.
5. Where the complaint is found to be false the person making the false allegation will be asked to apologise in writing. This should include a signed statement of retraction.
6. Persons concerned must be informed of this retraction.