



## St Luke's School: A Respectful and Inclusive Workplace 2025

*As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).*

**Article 3: Best Interests of the Child** - Staff must ensure that the welfare of pupils is a primary consideration in all activities and decisions.

**Article 12: Respect for the Views of the Child** - We encourage pupils to express their views and ensure they are listened to in all matters affecting them.

**Article 19: Protection from All Forms of Violence** - Staff are responsible for safeguarding pupils and reporting any concerns about their safety.

**Article 28: Right to Education** - We are committed to providing a supportive and respectful educational environment.

**Article 29: Goals of Education** - Our educational approach aims to develop each child's talents and abilities to their fullest potential.

### Introduction

At St Luke's Primary School, we are committed to maintaining a professional, safe, and respectful working environment for all staff. This additional section of the Code of Conduct outlines our stance on harassment, defines what constitutes harassment, provides examples of unacceptable behaviour, and details our prevention, reporting, and investigation procedures. Our aim is to ensure that every member of staff can work free from intimidation, hostility, or any form of degrading or offensive conduct.

As a maintained primary school with approximately 200 pupils, serving a diverse community, including 57% female and 43% male pupils, 14% with special educational needs, 30% pupil premium, and 49% multi-language learners, our commitment to equality and respect is integral to our vision. We foster an environment that promotes open-mindedness, empathy, and celebration of diversity, which extends to how staff members interact with one another.

In alignment with the Government of Jersey's Violence Against Women and Girls (VAWG) Taskforce and its reports, we recognise the importance of addressing harassment, particularly sexual harassment and gender-based violence, as part of our wider safeguarding and wellbeing responsibilities. We actively support the Taskforce's goals to eliminate violence and harassment, promote awareness, and improve support systems for all affected individuals in our community.

### Definition of Harassment

Harassment at work occurs when an individual experiences unwanted conduct that either violates their dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Importantly, harassment can happen regardless of the intent of the person responsible; what matters is the effect on the recipient.

There are three main types of harassment recognised by law:

1. **Harassment related to protected characteristics:** This includes unwanted conduct connected to age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. The person experiencing harassment does not need to possess the characteristic in question to be protected.
2. **Sexual harassment:** Unwanted conduct of a sexual nature, such as sexual comments or jokes, displaying sexual images, inappropriate staring or leering, unwanted touching or advances, intrusive questions about someone's sex life, or sending sexually explicit messages.
3. **Harassment by association or perception:** Less favourable treatment because someone submitted to or rejected unwanted conduct related to sexual or gender characteristics.

Harassment can take many forms including spoken or written words, jokes, physical gestures, facial expressions, images, social media posts, or changes to a person's environment.



### Examples of Inappropriate Behaviour

The following behaviours are examples of harassment and are strictly prohibited at St Luke's:

- Unwanted sexual comments, jokes, or innuendo.
- Displaying or sharing offensive or sexual images.
- Inappropriate staring, leering, or physical contact.
- Intrusive questions about personal life or characteristics.
- Use of offensive language or slurs related to protected characteristics.
- Mocking or belittling a person based on their race, religion, gender, disability, or sexual orientation.
- Social media posts or messages that are offensive, intimidating, or humiliating.
- Persistent and unwelcome requests for social contact or dates.
- Retaliation or negative treatment for rejecting unwanted conduct.
- Any behaviour that creates a hostile or degrading working environment.

### Prevention Strategies

St Luke's is proactive in preventing harassment through the following strategies:

#### Risk Assessment and Management

- Conduct regular assessments to identify risks related to harassment and sexual harassment within the workplace.
- Consider factors such as power imbalances, lone working, out-of-hours activities, social events, workforce diversity, and remote working.
- Pay particular attention to risks heightened by workplace culture, gender imbalances, insecure contracts, or previous unresolved issues.
- Incorporate findings and guidance from the Government of Jersey VAWG Taskforce to strengthen prevention, especially concerning gender-based harassment.

#### Policies and Communication

- Maintain clear, accessible policies on harassment and sexual harassment.
- Ensure all staff receive training that includes awareness of the Government of Jersey VAWG strategy, understanding what constitutes harassment, how to report it, and the support available.
- Promote a culture of respect where inappropriate behaviour is challenged promptly.

#### Monitoring and Action Planning

- Develop and regularly update an action plan to mitigate identified risks.
- Appoint a designated lead responsible for implementing the action plan and ensuring compliance.
- Review risk assessments periodically and adjust preventative measures as necessary.
- Collaborate with local agencies and the VAWG Taskforce where appropriate to enhance safeguarding and response measures.

#### Reporting Procedure and Investigation Process

St Luke's encourages all staff to report any incidents or concerns related to harassment promptly and without fear of victimisation.

The reporting and investigation process is as follows:

1. Reporting: Staff should report concerns to their line manager, the designated harassment lead, or a senior member of leadership. Reports can be made verbally or in writing.
2. Confidentiality: All reports will be treated sensitively and confidentially, involving only those necessary to the investigation.



3. Investigation: The school will conduct a fair, thorough, and timely investigation. This may include interviews with those involved and review of evidence.
4. Outcome: Following the investigation, appropriate action will be taken based on findings. This may include disciplinary measures, support for the affected individuals, or changes to working arrangements.
5. Support: Throughout the process, staff will have access to support, including counselling or mediation services where appropriate. We also signpost staff to resources and support services highlighted by the Government of Jersey VAWG Taskforce.
6. Protection from Retaliation: Retaliation against anyone reporting harassment or participating in an investigation is strictly prohibited and will be dealt with severely.

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At St Luke's, we are dedicated to upholding a respectful and inclusive workplace where all staff can thrive. Harassment in any form is unacceptable and will be addressed with the utmost seriousness to maintain the integrity of our school community, in full support of the Government of Jersey's commitment to ending violence against women and girls.