



Sexual Harassment Policy and Protocol

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Contents

1.	Introduction	2
2.	Aim	2
3.	The College Statement	2
4.	Definitions	2
5.	Policy	2
6.	The College Expectations	3
7.	Responsibilities	3
8.	Protocol	3



1. Introduction

- 1.1. London Churchill College (LCC) recognises the significance of a harassment-free work and study experience for the College staff and students. The College is committed to ensuring that any form of sexual harassment including misconduct and violence which may occur within or at the College, is dealt with a zero tolerance approach.

2. Aim

- 2.1. This Policy facilitates the College's statement to prevent sexual harassment in the College campuses based on the principles of the related Government legislations.

3. The College Statement

- 3.1. Regardless of sex, gender, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality and/or economic status, sexual misconduct and violence can be experienced by any individual. The College will ensure that any reporting of sexual misconduct is taken seriously and treated with dignity and respect;
- 3.2. The College is committed to promoting and ensuring, through an embedded approach, an inclusive, positive and safe cultural environment for all members of its community;
- 3.3. The College expects that all its members will take responsibility for building and maintaining an inclusive, equal, positive and safe cultural environment for all.

4. Definitions

- 4.1. Under the Equality Act 2010, any form of sexual harassment is unlawful. It defines an individual who engages in an inappropriate conduct of sexual nature with another individual. The College maintains such an act violates the dignity of the affected individual;
- 4.2. Sexual harassment can be defined from a wide range of behaviours, including but not limited to:
 - 4.1.1. Making inappropriate comments or jokes with sexual innuendos
 - 4.1.2. Displaying graphic pictures, posters or photos of a sexual nature
 - 4.1.3. Staring or leering at another person inappropriately
 - 4.1.4. Making propositions and sexual advances
 - 4.1.5. Making promises in return for sexual favours
 - 4.1.6. Making sexual gestures
 - 4.1.7. Asking intrusive questions about a person's private or sex life
 - 4.1.8. Discussing your own sex life
 - 4.1.9. Making inappropriate sexual posts or contact on social media
 - 4.1.10. Spreading sexual rumours about a person
 - 4.1.11. Sending sexually explicit emails or text messages
 - 4.1.12. unwelcome touching, hugging, massaging or kissing
 - 4.1.13. Criminal behaviour, including sexual assault, stalking, grooming, indecent exposure and sending offensive communications
 - 4.1.14. Predatory and harassing behaviour

5. Policy



- 5.1. The College recognises that it must actively promote a culture of zero tolerance with regard to any form of sexual misconduct and ensure that there are arrangements in place to support all staff and students who experience it;
- 5.2. The College recognises that the immediate priority upon disclosure of any experience of sexual misconduct, whether current or historic, is the safety and welfare of the disclosing party;
- 5.3. The College will provide clear, transparent information to its stakeholders to address sexual misconduct with clear signposting;
- 5.4. The College will hold accountable any individual who has committed sexual misconduct. This may include facing major disciplinary action, including expulsion.

6. The College Expectations

6.1. Expected Behaviour of Student

- 6.1.1. The College requires all students to follow the Student Code of Conduct. This code represent the expected behaviour from students towards to other students, members of staff, Principal, Director, manager, contractor, or other visitor to the College;
- 6.1.2. Any sexual misconduct will be considered under the College's Student Code of Conduct and Disciplinary Procedures and action taken under this Procedure can include expulsion from the College.

6.2. Expected Behaviour of Staff

- 6.2.1. All staff must adhere to the College's Personal Harassment Policy and Procedure for staff, which is included in the Staff Handbook.

7. Responsibilities

- 7.1. The Board of Directors is responsible for oversight of any matters arising under the Sexual Harassment Policy and Protocol;
- 7.2. Staff and students are required to disclose criminal convictions acquired during employment or study at the College;
- 7.3. The College Registrar is responsible for the management and operations of any misconduct disclosure from the students;
- 7.4. For staff incidents the responsibility lies with the HR Officer to manage and operationalise any disclosure.

8. Protocol

8.1. Reporting Channel

- 8.1.1. For Staff and External Stakeholders: affected individual or group should make a complaint to the HR Manager or HR Officer, who will advise on how to proceed. All the reporting will be conducted according to the Staff Handbook.
- 8.1.2. For Students: any student complaint relating to sexual harassment, including witnessing such behaviour, should be made to the Registrar (registry@lcc.ac.uk).

8.2. Informal resolution



8.2.1. A person affected by bullying, harassment or sexual misconduct under this policy may wish to resolve the behaviour informally if it is a one-off occurrence or is not considered serious. Staff are encouraged to speak to their manager or supervisor, or a trade union representative. Students are encouraged to speak to their personal tutor or the Student Representatives.

8.3. Formal Complaint

8.3.1. If any case is not resolved in the informal stage, students are encouraged to make a formal complaint in accordance with the College Complaints Policy and Student Code of Conduct and Disciplinary Procedure. The Complaints Procedure is available on the Student Portal.

8.3.2. Staff should make a formal complaint to the College HR Officer. Procedures are outlined in the Staff Handbook.

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