

Agency Worker Sexual Harassment Policy



Company name:	The Edwin Group - Vision for Education / ABC Teachers / Smart Teachers
Document	Agency Worker Sexual Harassment Policy
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Our Policy

Vision for Education, ABC Teachers and Smart Teachers are committed to ensuring that all of their supply staff are treated with dignity and respect in their place of work, and that they treat others in the same way. We believe that all supply staff have the right to work in an environment which is free from any form of harassment, including sexual harassment.

Vision for Education, ABC Teachers and Smart Teachers have a zero-tolerance approach to sexual harassment.

We are committed to ensuring that reasonable steps are taken to prevent sexual harassment to all employees, supply staff, and applicants. This policy will be reviewed and updated from time to time to ensure compliance with our duties under the Equality Act 2010 as amended by the Worker Protection (Amendment of Equality Act 2010) Act 2023 to ensure that all reasonable steps are taken to prevent sexual harassment.

Harassment

Under the Act, harassment is defined as unwanted conduct that relates to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, including conduct of a sexual nature.

Sexual harassment also includes treating someone less favourably because they have submitted to, or refused to submit to, unwanted conduct of a sexual nature or in relation to gender reassignment or sex.



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Sexual harassment may be committed by a fellow member of supply staff, an internal member of agency staff, or a third party. It does not need to occur in person. It can occur via digital means, including social media sites or channels (e.g. WhatsApp). Someone may be sexually harassed even if they were not the target of the behaviour.

Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, Vision for Education, ABC Teachers and Smart Teachers are committed to providing a work environment free from unlawful sexual harassment.

- 1.1 Sexual harassment is unwanted behaviour of a sexual nature which has the purpose or the effect of:
 - 1.1.1 violating the victim's dignity; or
 - 1.1.2 creating an environment that is intimidating, hostile, degrading, humiliating or offensive to the victim.
- 1.2 An individual of any gender may be the victim of sexual harassment.
- 1.3 Whilst not an exhaustive list, forms of sexual harassment can include:
 - 1.3.1 Sexual comments or jokes, which may be referred to as 'banter';
 - 1.3.2 Displaying sexually graphic pictures, posters or photos;
 - 1.3.3 Suggestive looks, staring or leering;
 - 1.3.4 Propositions and sexual advances;
 - 1.3.5 Making promises in return for sexual favours;
 - 1.3.6 Sexual gestures;
 - 1.3.7 Intrusive questions about a person's private or sex life or a person discussing their own sex life;
 - 1.3.8 Sexual posts or contact in online communications, including on social media;
 - 1.3.9 Spreading sexual rumours about a person;
 - 1.3.10 Sending sexually explicit emails, text messages or messages via other social media

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- 1.3.11 Unwelcome touching, hugging, massaging, or kissing.
- 1.4 If an individual believes that they have been sexually harassed, they should make an immediate report to dsl@edwin.supply as soon as possible after the incident. The details of the report should include:
 - 1.4.1 Details of the incident
 - 1.4.2 Name(s) of the individual(s) involved.
 - 1.4.3 Name(s) of any witness(es)
- 1.5 We will undertake a thorough investigation of the allegations alongside any third parties who are involved. If it is concluded that harassment has occurred, remedial action will be taken.
- 1.6 Instances of sexual harassment may lead to disciplinary action up to, and including, termination of engagement.
- 1.7 Where an incident/complaint of sexual harassment relates to a member of supply staff, the Agency will not carry out instructions from the school or setting which it considers will amount to sexual harassment and victimisation.
- 1.8 The Agency will take reasonable steps to safeguard supply staff it supplies and its internal members of staff from harassment.
- 1.9 The Agency assumes that any school/setting has a sexual harassment policy in place, and that this can be made available on request.
- 1.10 The Agency will ensure that regular training will be provided to internal staff on sexual harassment.
- 2 All employees and workers will be expected to comply with our policies on sexual harassment in the workplace. Any breach of such a policy will lead to appropriate disciplinary action.
- 3 Supply staff who the Agency finds to be responsible for sexual harassment will be subject to our incidents and allegations procedure, even where such sexual harassment involves individuals who are not engaged by the Agency.