

Complaints Process

Upon receipt of this form an initial meeting will be held with the complainant and staff member. At this meeting the nature and level of the harassment and possible responses will be discussed.

1. If it is a high level of harassment or a serious incident of bullying, this will be referred to the Head of Division or Deputy Head as a discipline issue. If it is not clear, interviews will be conducted.
2. If the matter reflects a lower level of harassment, students may be referred to the Counsellor, Girl's Co-Ordinator or Head of Division. If the parties are willing to resolve the conflict, mediation will be offered. This is a restorative process. The goal is to resolve conflicts constructively. Students who participate must be willing to explore options with an open mind and commit to agreed solutions.

Please state your preferences for resolution of this issue. Please say if any course of action is not acceptable to you.

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Signed Date:

Definition:

Harassment is unwanted behaviour which causes a person offence or discomfort. Harassment may involve offensive or unwelcome:

- Verbal or written comments or visuals in any forms of media
- Put downs
- Repeated teasing
- Comments about a person's alleged sexual activities or sexual orientation
- Sexual jokes
- Persistent propositions, social invitations, telephone calls/texts
- Inappropriate eye contact, hand or body gestures
- Deliberate physical contact such as touching or embracing
- Comments about family relationships, religion or ethical beliefs
- Bullying
- Intimidation or violent physical behaviour
- Relational aggression

Sign Off (For official use only)

Nature of Harassment:

Level of Harassment:

Resolution:.....
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Date and Sign:.....