

**Sexual Harassment Policy**

| Published | January 2025 |
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| Last Review | August 2025 |
| Next Review | August 2026 |
| Review Frequency | Annually |
| Designated Safeguarding Lead | Chris Rush |

**1. Policy Statement**

Adventure in Learning is committed to maintaining a safe, inclusive, and respectful environment for all employees, pupils, and stakeholders. Sexual harassment in the workplace is unlawful, and we have a zero-tolerance approach toward it. This policy outlines our commitment to preventing sexual harassment, the steps we take to address it, and the support available to those affected.

Adventure in Learning complies with the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, which requires employers to take reasonable steps to prevent sexual harassment in the workplace. This policy came into effect on **23rd January 2025**, and will be reviewed annually to ensure continued compliance and effectiveness.

**2. Scope**

This policy applies to all employees, volunteers, visitors, pupils, and anyone engaged in activities related to Adventure in Learning. This covers:

Conduct within the workplace or during work-related activities (e.g., training, trips, or events) and incidents involving third parties, including suppliers and visitors.

**3. What Is Sexual Harassment?**

Sexual harassment is defined as any unwelcome behaviour of a sexual nature that violates a person's dignity, creates an intimidating, hostile, degrading, humiliating, or offensive environment, or is perceived as such by the victim. It can be verbal, non-verbal, physical, or online. Examples include but are not limited to:

* Unwanted sexual advances, propositions, or requests for sexual favours.
* Inappropriate or unwelcome physical contact.
* Sexually suggestive comments, jokes, or gestures.
* Displaying sexually explicit materials in the workplace.
* Sending or sharing sexually explicit emails, texts, or messages.
* Comments about a person’s appearance or behaviour of a sexual nature.

**4. Responsibilities**

Employers:  
Adventure in Learning is responsible for:

* Taking reasonable steps to prevent sexual harassment in the workplace.
* Responding promptly and effectively to any reports of sexual harassment.
* Providing training and resources to all employees on recognising, preventing, and addressing harassment.
* Ensuring all employees are aware of this policy and the consequences of violating it.

Employees and Others Covered by This Policy:  
All individuals are expected to:

* Treat others with respect and professionalism.
* Refrain from engaging in any form of sexual harassment.
* Report any incidents of sexual harassment they experience, witness, or become aware of.
* Cooperate in any investigations related to sexual harassment.

**5. Reporting Sexual Harassment**

If you experience or witness sexual harassment, report it as soon as possible to ensure prompt action. Reports can be made to **The Designated Safeguarding Lead (DSL)**. Alternatively, you can report to our **Governance and Policy Lead**.

Reports can be submitted in person, via email, or in writing. Anonymous reports are also accepted, but please note that anonymity may limit the ability to conduct a thorough investigation.

**6. Responding to Reports**

When a report of sexual harassment is received:

**Acknowledgment:** The report will be acknowledged promptly, and the individual will be reassured that their concern is being taken seriously.

**Confidentiality:** The report will be handled with the utmost confidentiality, shared only with those who need to know to investigate and address the situation.

**Investigation:** An impartial and thorough investigation will be conducted. This may include interviews, gathering evidence, and consulting with relevant parties.

**Resolution:** Appropriate actions will be taken to address the issue, which may include disciplinary action, additional training, or changes to workplace practices.

**Support:** Support will be offered to the affected individual, which may include access to counselling services.

**7. Disciplinary Action**

Any employee found to have violated this policy will face disciplinary action, which may include:

* Verbal or written warnings.
* Suspension.
* Termination of employment.

For contractors, volunteers, or third parties, consequences may include termination of contracts or restricted access to Adventure in Learning facilities.

**8. Retaliation**

Adventure in Learning strictly prohibits retaliation against anyone who reports sexual harassment in good faith or participates in an investigation. Retaliation may include demotion, dismissal, ostracisation, or any other adverse action. Any acts of retaliation will be investigated and addressed in accordance with this policy.

**9. Training and Awareness**

Adventure in Learning will provide regular training to all staff to raise awareness about sexual harassment, its prevention, and the procedures for reporting and addressing it. Training will include:

* Definitions and examples of sexual harassment.
* Understanding the impact of harassment.
* Reporting and investigation procedures.
* Employer and employee responsibilities.

All training will be relevant and in accordance to the **Worker Protection (Amendment of Equality Act 2010) Act 2023.**

**10. Monitoring and Review**

Adventure in Learning will regularly monitor the effectiveness of this policy and review it annually to ensure compliance with the **Worker Protection (Amendment of Equality Act 2010) Act 2023** and other relevant legislation. Changes to the policy will be communicated to all staff and relevant persons.

**11. Contact Information**

For any questions or concerns about this policy, or to report an incident, please contact:

**Designated Safeguarding Lead (DSL):** Chris Rush  
**Email:** info@adventureinlearning.co.uk  
**Phone:** 07949255281

**Governance and Policy Lead:** Jon Rush  
**Email:** info@adventureinlearning.co.uk  
**Phone:** 07825-341354

This policy reflects our commitment to creating a safe and respectful environment for everyone at Adventure in Learning. Let’s work together to maintain a workplace that is free from harassment and promotes dignity and equality for all.

Reviewed – 27th August 2025