

# Otford Primary School



## Sexual Harassment and Sexual Violence Policy

Date: February 2026

For review: February 2028

## **1. Our Commitment**

At Otford Primary, everyone has the right to feel safe, respected, and protected from harm. Sexual harassment and sexual violence are not acceptable for anyone — children or adults.

We will:

- Take all concerns seriously
- Act quickly to keep people safe
- Follow safeguarding and employment procedures
- Provide appropriate support

## **2. Who This Policy Applies To**

This policy applies to:

- Pupils
- Staff (including supply staff)
- Volunteers
- Governors
- Visitors and contractors

It covers behaviour:

- In school
- On school trips or activities
- Online or outside school if it affects the school community

## **3. What Is Sexual Harassment?**

Sexual harassment is unwanted behaviour of a sexual nature that makes someone feel uncomfortable, upset, frightened, or unsafe.

This may include:

- Sexual comments, jokes, or gestures
- Sexual name-calling
- Comments about someone's body
- Unwanted touching
- Sharing sexual or inappropriate images
- Online sexual messages or images

In primary schools, children may not understand the impact of their behaviour, but it will still be addressed and supported appropriately.

## 4. Sexual Violence

Sexual violence includes serious behaviours such as sexual assault. Any concern about sexual violence is a safeguarding matter and may involve external agencies such as Children's Social Care or the police.

## 5. Reporting Concerns

### Children

Children are encouraged to tell:

- Their class teacher
- Any trusted adult
- The Designated Safeguarding Lead (DSL)

Children will be listened to and supported. Staff will follow the Safeguarding policy and seek advice from senior leaders.

### Adults

Adults can report concerns to:

- The Headteacher
- The DSL
- The Chair of Governors (if the concern involves the Headteacher)

All staff must report safeguarding concerns immediately.

## 6. Concerns Involving Adults

If a concern involves:

- **An adult towards a child** — this will be treated as a safeguarding concern and handled in line with child protection procedures, including referral to the LADO where required.
- **Adult-to-adult harassment** — this will be managed under employment and safeguarding procedures, in line with the Equality Act 2010 and staff policies.

## **7. How the School Will Respond**

The school will:

- Make sure the person is safe
- Listen carefully and act promptly
- Carry out a risk assessment if needed
- Decide next steps, including referrals to outside agencies
- Keep appropriate records

No one will be blamed for raising a concern. All concerns will be treated with care and confidentiality.

## **8. Support**

Support may include:

- A trusted adult to talk to
- Pastoral or emotional support
- Adjustments in school where needed
- Support for both children and adults

Support will be ongoing where required.

## **9. Managing Behaviour**

Where inappropriate behaviour has occurred, the school will:

- Follow the Behaviour Policy (for pupils)
- Follow staff disciplinary procedures (for adults)
- Provide education, guidance, and support
- Take safeguarding action where necessary

## **10. Online Safety**

Sexual harassment can happen online.

The school will:

- Follow the Online Safety Policy
- Teach children how to stay safe online
- Respond appropriately to online incidents involving children or adults

## **11. Prevention**

The school works to prevent sexual harassment by:

- Teaching Relationships Education
- Promoting respect and kindness
- Helping children understand boundaries
- Training staff regularly

## **12. Confidentiality and Record Keeping**

- Information will be shared only with those who need to know
- Records will be kept securely
- All concerns will be recorded following safeguarding procedures

## **13. Review**

This policy will be reviewed bi-annually and updated in line with statutory guidance.

### **Designated Safeguarding Lead (DSL):**

Names- Mrs P Cornelius, Miss H Chalkley and Mrs H Roberts ( Deputy DSL)