

POLICY FOR THE PREVENTION, MANAGEMENT
AND REPORTING OF SEXUAL HARASSMENT AT CAMPION COLLEGE

1. GENERAL POLICY STATEMENT

It is the policy of Campion College (the “School”) to maintain a learning and working environment that is free from sexual harassment as defined. It is expected that all members of the School Community will treat each other with mutual respect accepting of the rich diversity which makes up the School while abiding by applicable laws and the School’s policies and procedures. In furtherance thereof, the School is committed to making every reasonable effort to ensure that it is providing, and continuing to provide, a cooperative, supportive and comfortable work and learning environment free from sexual harassment of any kind. The School will not tolerate sexual harassment activity by anyone in the School Community, including its employees, members of the School’s administration, non-employee volunteers, duly authorised agents and students.

2. DEFINITIONS AND INTERPRETATION

- (1) **“adult”** means a person of or over the age of eighteen years at the time of the act, communication, conduct or behaviour which is the subject of a complaint under this Policy.
- (2) **“complainant”** means a member of the School Community who makes a complaint pursuant to the provisions of this Policy.
- (3) **“complaint”** means a complaint pursuant to section 5 of this Policy.
- (4) **“Complaint Officer” or “Complaint Officers”** are those persons designated under section 5 of this Policy with responsibility for receiving verbal or written reports or complaints of sexual harassment or unwelcome sexual advance and for maintaining the confidentiality of such reports or complaints except where disclosure is required by law or is necessary for the purposes of investigating the reported complaint or taking any disciplinary action in relation to the complaint.
- (5) **“minor”** means a student under the age of eighteen years at the time of the act, communication, conduct or behaviour which is the subject of a complaint under this Policy.
- (6) **“Policy”** means *the Policy for the Management and Reporting of Sexual Harassment at Campion College* and amendments to the same from time to time.
- (7) **“School Community”** means with respect to Campion College all employees (including teachers whether permanent, temporary, acting or provisional), students, duly authorised agents, non-employee volunteers and instructors engaged in the business or activities of the School, the School’s administration (that is the School Board, the Principal, Vice-Principals, the Deans of Discipline and Grade Supervisors).
- (8) **“Sexual Harassment”** means the making of any unwelcome sexual advance towards a member of the School Community by another member of the School Community –
 - (a) which is reasonably regarded as offensive or humiliating by the person towards whom the sexual advance is made; or

- (b) when submission to that unwelcome, sexual advance is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or advancement in employment, or of obtaining an education including participating in a School program or activity, or of obtaining preferential treatment pertaining to one's employment or education; or
- (c) when submission to or rejection of that unwelcome sexual advance by a member of the School Community is used, or threatened to be used, as a factor in decisions affecting that person's employment or education including participation in a School program or activity; or
- (d) which has the purpose or the effect of –
 - (i) interfering, either substantially or unreasonably, with the work performance or education of the person to whom the sexual advance is made; or
 - (ii) creating an intimidating, offensive or a hostile work or education environment.

References to “sexually harass” shall be construed accordingly.

(9) **“Sexual Harassment Investigator”** are those persons designated with the duties referred to in sections 6, 7 and 10 of this Policy and with responsibility for maintaining the confidentiality of complaints and of the Informal Procedure under section 10 of this Policy except where disclosure is required by law or is necessary for the purposes of investigating the reported complaint or taking any disciplinary action in relation to the complaint.

(10) (a) **“sexual advance”** includes any one or more of the following acts, communication or forms of conduct or behaviour, which takes place upon the school compound or otherwise, or in relation to a member of the School Community by another member of the School Community namely –

- (i) physical contact of a sexual nature.
- (ii) a demand or request for sexual activity or for favours of a sexual nature;
- (iii) the making of sexual suggestions, remarks or innuendos.
- (iv) sexually oriented “kidding”, “teasing”, double entendres and jokes and any other sexually oriented conduct.
- (v) the showing of pornography or the display of images of a sexual nature (including but not limited to images on social media);
- (vi) the display of objects of a sexual nature.
- (vii) the making, to or in the presence of, a person, of a statement of a sexual nature concerning that person, whether the statement be made verbally or in writing.
- (viii) any other physical, gestural, verbal, non-verbal or visual conduct or communication of a sexual nature other than as part of the approved teaching curriculum of the School.

(b) Examples of conduct which may constitute sexual advances include (but are not limited to):

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumours about or rating other students as to sexual activity or performance
- sexually motivated or inappropriate patting, pinching or physical contact. For the avoidance of doubt, this is not meant to preclude legitimate, non-sexual or non-sexually motivated physical conduct. Examples of such conduct include, but are not limited to, the use of necessary restraints to avoid physical harm to persons or property, ordinary activity while participating in sports, ordinary interaction between a teacher and student, or one student's demonstration of a sports move requiring contact with another student.

(c) A sexual advance by an adult member of the School Community towards a student at the School is not permitted in any context.

(11) (1) **“unwelcome sexual advance”** means:

- (a) Sexual advance towards a member of the School Community by another member of the School Community which the former has verbally or physically communicated to the latter is unwelcome.
- (b) Sexual advance towards an adult member of the School Community by another adult member of the School Community which was initially welcomed by active participation but is no longer welcomed as to subsequent sexual advance provided this change is specifically and clearly communicated by the former to the latter.

- (2) Sexual advance by an adult member of the School Community, not being an adult student enrolled in the School, towards a minor student at the School is presumed to be an unwelcome sexual advance within this Policy and may also constitute a criminal offence.
- (3) Sexual advance by an adult student enrolled in the School towards a minor student member of the School who is below the legal age of consent is presumed to be an unwelcome sexual advance within this Policy and may also constitute a criminal offence.
- (12) In order to determine whether any alleged incident or circumstance (including alleged act, communication, conduct or behaviour) constitutes unwelcome sexual advance and/or sexual harassment as the case may be –
 - (a) all of the circumstances must be taken into consideration.
 - (b) it must be considered whether the incident or circumstance, act, communication, conduct, or behaviour complained of constituted a course of conduct or, if not, was a significant single instance sufficiently serious to be so determined; and
 - (c) the determination must be based on the findings in the particular case.

3. THE SCHOOL RULES (STUDENTS)

- (1) Sexual harassment, sexual advance and unwelcome sexual advances committed or engaged in by students are contrary to the School's rules and also may, depending on the facts, circumstances and/or severity of the case, be treated as a criminal offence.
- (2) It is the general policy of the School that, where it is warranted, disciplinary action will be administered on a progressive basis and may include verbal warnings, written warnings, demerits, detention, suspension or expulsion depending on the severity of the offence and the number of occurrences. There are, however, offences which may warrant immediate suspension or expulsion, subject to the procedures set out in any applicable law.
- (3) Sexual harassment, sexual advance and unwelcome sexual advance committed or engaged in by students may warrant immediate suspension if in the opinion of the School Principal the conduct is of such a nature that the student's presence in the School is having or is likely to have a detrimental effect on the discipline of the School or the act complained of under this Policy causes, or has caused, injury to a School employee or to any other student of the School.
- (4) Disciplinary action taken for violation of this Policy will be consistent with the requirements of the Education Regulations and the Student/Parent Handbook.

4. BREACH OF DISCIPLINE (SCHOOL EMPLOYEES)

- (1) An employee of the School who engages in sexual harassment and/or unwelcome sexual advance commits a disciplinary offence, which in the case of teachers, would constitute a

disciplinary offence under regulations 55(a), (b), (f) and/or (g) of the Education Regulations, and which also may, depending on the facts, circumstances and/or severity of the case, be treated as a criminal offence.

- (2) Where it is warranted, disciplinary action will be administered on a progressive basis and may include verbal warnings, written warnings, suspension without pay or dismissal depending on the severity of the offence and the number of occurrences. As in all cases, the employee shall be presented with the charges and given the opportunity to answer the charges.
- (3) Disciplinary action taken against teachers for violation of this Policy will be consistent with the requirements of the Education Regulations and applicable law.

5. REPORTING PROCEDURES

- (1) It is the policy of the School that allegations or claims of sexual harassment be reported to it. The procedure applicable for the making of such complaints are set out in this section.
- (2) Complaints of sexual harassment or unwelcome sexual advance under this Policy will be treated with confidence and will not be disclosed to any person except where disclosure is required by law or is necessary for the purposes of investigating the reported complaint or taking any disciplinary action in relation to the complaint.
- (3) Nothing in this Policy shall prevent any person from reporting allegations of sexual harassment directly to the School's Board of Management, the Ministry of Education or the Police.

Reporting Procedures for Non-Student Members of the School Community

- (4) – (a) Adult members of the School Community are encouraged to report good faith claims of sexual harassment or unwelcome sexual advance towards them by any other member of the School Community.
 - (b) The reporting of claims or the making of a complaint of sexual harassment or unwelcome sexual advance should be made to a designated Complaint Officer. However, in the case of employees of the School, the complaint shall be made to the employee's direct administrator or supervisor, the Chairman of the School Board or the elected Member representing the employee's category of staff on the Board. If the employee's direct administrator or supervisor is the person against whom the complaint of sexual harassment or unwelcome sexual advance is made, the complaint must be made to the next higher level of authority within the School's employment and administrative structure.
 - (c) There will be no reprisals, retaliation or any other adverse consequence taken by the School administration related to one's employment as a result of the making of a good faith complaint of sexual harassment or unwelcome sexual advance.
- (5) Although a complaint may initially be made verbally to a Complaint Officer, the School requires that complaints by adult non-student members of the School Community, including employees, of sexual harassment or unwelcome sexual advance be in writing, detailing the alleged misconduct and signed by the complainant. The School encourages, but does not

mandate, that a complainant use the School's formal report form headed "**Campion College Complaint Form**" for that purpose. Those Forms are available on the School's website and from the offices of the following Complaint Officers: the School Principal, Deans of Discipline, Grade Supervisors, and the Guidance Counsellors. All complaints will be confidential and will only be supplied to those who are necessary participants in the application of this Policy.

- (6) All employee and other adult non-student complaints of sexual harassment or unwelcome sexual advance under this Policy received by a Complaint Officer or any other person must be provided to the Principal (or the Board Chairman where the Principal is a subject of the complaint) as soon as practicable, and in any event no later than 24-48 hours from receipt.

Reporting Procedures for Students

(7)

- (a) Any student who believes he/she has been subjected to sexual harassment or unwelcome sexual advance by a member of the School Community or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School, are urged to report the same to any School official designated by this Policy to be a Complaint Officer. Such report should be in writing, where possible.
- (b) Any employee of the School who observes, overhears or otherwise witnesses what he or she in good faith perceives to be sexual harassment or unwelcome sexual advance towards a student at the School, or to whom such harassment or advance is reported, must take prompt and appropriate action to stop the sexual harassment or unwelcome sexual advance and to prevent its recurrence. As soon as practicable, and in any event within 24-48 hours of the complaint or incident, the School employee is required to provide a written report of the same to a designated Complaint Officer. Where the School employee is unable to personally take prompt and appropriate action in the circumstances, the employee must promptly report the complaint or incident in writing to a designated Complaint Officer. Complaints or reports involving a student under 16 years of age may be dealt with differently, depending on the circumstances leading to the report or complaint.
- (c) In any event, where a School employee is in receipt of a written complaint of sexual harassment or unwelcome sexual advance towards or with respect to a student, the employee must as soon as practicable, and in any event within 24-48 hours of receipt, deliver the same to a designated Complaint Officer.
- (d) Any other person with knowledge or belief that a student at the School has or may have been subjected to sexual harassment or unwelcome sexual advance, is encouraged to immediately report such harassment or advance to a designated Complaint Officer.

- (e) If the person alleged to be engaged in the sexual harassment or unwelcome sexual advance of a student is a Complaint Officer, then the complaint must be made to any other Complaint Officer.
- (f) Where the complainant is a student making a complaint of sexual harassment or unwelcome sexual advance, the School encourages, but does not require, that the complainant use the School's formal report form headed **"Campion College Complaint Form – Student"** for the purpose of making his/her written complaint. Those Forms are available on the School's website and from the offices of the following Complaint Officers: the School Principal, Deans of Discipline, Grade Supervisors, and the Guidance Counsellors. Complaints from students of sexual harassment or unwelcome sexual advance should be in writing providing the student's account and signed by the complainant. Notwithstanding, verbal reports from students of sexual harassment or unwelcome sexual advance may also be considered to be complaints.
- (g) All student complaints of sexual harassment or unwelcome sexual advance under this Policy received by a Complaint Officer or any other person must be provided to a Dean of Discipline as soon as practicable, and in any event no later than 24-48 hours from receipt.

Designated Complaint Officers

- (10) (1) The Chairman of the School Board, School Principal, Deans of Discipline, Grade Supervisors, and the Guidance Counsellors of the School are designated by this Policy to be Complaint Officers.
- (2) As at the date of this Policy, the Complaint Officers are:
 - Anton Thompson, Chairman of the School Board
 - Grace Baston, Principal
 - David Henry, Vice-Principal
 - Lavare Henry, Vice-Principal
 - Dominique Rose, Guidance Counsellor
 - Yolanda Lee, Guidance Counsellor
 - Sanchez Adamson, Dean of Discipline
 - Suzanne Barton, Dean of Discipline
 - Eileen Alexander, Grade Supervisor
 - Peta-Gay Smith, Grade Supervisor
 - Peta-Gay Kirby, Grade Supervisor
 - Oneil Hibbert, Grade Supervisor
 - Lorna James-Dobson, Grade Supervisor
 - Syreeta Kenny-Bennett, Grade Supervisor
 - Celia Webster, Staff Representative to the Board

6. DISCIPLINE

A. STUDENT COMPLAINTS

- (1) The Deans of Discipline will investigate complaints reported to them of sexual harassment, sexual advance and unwelcome sexual advance made by or against a student.
- (2) Investigations of complaints under this Policy against students will be conducted in accordance with the School rules in the Student/Parent Handbook as to investigations of incidents that contravene those rules as well as any applicable provisions of this Policy.
- (3) Under no circumstances can the investigation and any resolution or disciplinary functions under the Policy and in the Student/Parent Handbook be carried out by a person or persons against whom the complaint is made.
- (4) The Principal may take immediate steps, at his/her discretion, to protect a complainant, person against whom the complaint was made, and witnesses pending completion of an investigation of alleged sexual harassment or unwelcome sexual advance and may make any appropriate referrals for assistance, including but not limited to counselling and rape crisis intervention.
- (5) The investigation should take the form of interviewing all available persons who witnessed or are competent to give information relative to the alleged sexual harassment or unwelcome sexual advance in addition to interviewing the complainant, and where possible, signed statements should be requested and taken from such persons. All other evidence, physical and/or documentary, should be identified and taken into the custody of the investigator. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. The provisions regarding investigating a disciplinary incident in the Student/Parent Handbook are applicable.
- (6) The objective should be to conclude the investigations and issue a written report of the investigative findings ("Investigation Report (Student)") within the shortest time possible, but without prejudice to the thoroughness of the investigation.
- (7) The Investigation Report (Student) is to be submitted by the investigator to the Principal or, where the Principal is the subject of the complaint made under this Policy, to the School Board. The Sexual Harassment Investigator will include in the Investigation Report (Student) whether there are facts supportive of a claim of sexual harassment or unwelcome sexual advance. In the case where the person against whom the complaint is made is a student, the Sexual Harassment Investigator may make recommendations as to what, if any, disciplinary action is required.
- (8) Where the Principal has suspended the student or the Principal considers, having regard to the Investigation Report (Student), suspension or further suspension or expulsion of

the student may be warranted, the Principal shall make a report to the School Board including reasons and in such instances the provisions of regulation 30(3) of the Education Regulations will apply.

- (9) Unless required by law, the obligation to conduct an investigation shall not cease because a criminal investigation involving the same or similar allegations is also pending or has been concluded.
- (10) Where pursuant to the Investigation Report (Student) the Principal finds that the complaint of sexual harassment or unwelcome sexual advance is not well-founded or is frivolous or vexatious, the complainant and the person against whom the complaint was made must be informed of the facts and reasons for the finding, and the School is not required to take any further action in relation to the complaint.
- (11) The Principal shall maintain the Investigation Report (Student) in his/her office save as required for disciplinary action (if any). If after the Investigation Report (Student), the hearing process has been completed and the panel in the hearing concludes that the Policy has been violated by a professional educator or administrator, the Investigation Report (Student) must be filed with the Ministry of Education.

B. COMPLAINTS AGAINST EMPLOYEES

Complaints against Teachers

- (13) Where the complaint of sexual harassment or unwelcome sexual advance is made against a teacher at the School, the Principal, or (if the complaint involves the Principal, the Vice-Principal, or such other person as the School Board may designate), shall submit the complaint in writing to the School Board and the provisions of regulations 55 to 62 of the Education Regulations will apply.

Complaints against other Employees of the School Community

- (1) The Principal and the School Board shall designate a person or persons to be Sexual Harassment Investigators with responsibility to investigate complaints of sexual harassment or unwelcome sexual advance made against employees (other than teachers) or against any other non-student adult member of the School Community. Investigations will be conducted in accordance with the Education Regulations as well as any applicable provisions of this Policy.
- (2) Unless the Principal is a subject of the complaint under this Policy, as soon as is possible after the alleged breach of discipline giving rise to the complaint has been brought to the attention of the Principal and the Principal receives the written complaint, he/she shall cause an investigation to be carried out by a Sexual Harassment Investigator.
- (3) If the alleged breach of discipline under this Policy could, if substantiated, result in the dismissal of the employee or a suspension from work for more than ten (10) days, the Principal should immediately, upon the alleged breach of discipline being brought to

his/her attention, advise the employee against whom the breach of discipline has been alleged, in writing, that the School will be investigating the allegation and that he/she may be suspended in accordance with the Education Regulations, pending the outcome of such investigations by the School.

- (4) The Principal or Sexual Harassment Investigator may take immediate steps, at his/her discretion, to protect a complainant, person against whom the complaint was made, and witnesses pending completion of an investigation of alleged sexual harassment or unwelcome sexual advance and may make any appropriate referrals for assistance, including but not limited to counselling and rape crisis intervention.
- (5) Under no circumstances can the investigation and any disciplinary functions under the Policy be carried out by a person or persons against whom the complaint is made.
- (6) The investigation should take the form of interviewing all available persons who witnessed or are competent to give information relative to the alleged sexual harassment or unwelcome sexual advance in addition to interviewing the complainant, and where possible, signed statements should be requested and taken from such persons. All other evidence, physical and/or documentary, should be identified and taken into the custody of the investigating Sexual Harassment Counsellor. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.
- (7) The objective should be to conclude the investigations and issue a written report of the investigative findings ("Investigation Report") within the shortest time possible, but without prejudice to the thoroughness of the investigation.
- (8) The Investigation Report is to be submitted by the Sexual Harassment Investigator to the Principal and the employee's direct administrator or supervisor (or person on the next higher level of authority within the School's employment and administrative structure where the direct administrator or supervisor is the person against whom the complaint is made) or, where the Principal is a subject of the complaint made under this Policy, to the Board Chairman. The Sexual Harassment Investigator will include in the Investigation Report whether there are facts supportive of a claim of sexual harassment or unwelcome sexual advance.
- (9) Unless required by law, the obligation to conduct an investigation shall not cease because a criminal investigation involving the same or similar allegations is also pending or has been concluded.
- (10) Where after considering the Investigation Report it is determined that the complaint of sexual harassment or unwelcome sexual advance is not well-founded or is frivolous or vexatious, the complainant and the person against whom the complaint was made must be informed of the facts and reasons for the finding, and the School is not required to take any further action in relation to the complaint.

Subject to the provisions of the Education Regulations, the procedure in relation to a disciplinary hearing conducted by the School Board is as follows:

- (11) Where after considering the Investigation Report it is determined that there are facts supportive of a claim of sexual harassment or unwelcome sexual advance against the employee, the matter should proceed in accordance with the Education Regulations.
- (12) The Principal shall maintain the Investigation Report in his/her office save as required for the disciplinary proceedings, if any.

COMPLAINTS AGAINST NON-EMPLOYEE, NON-STUDENT MEMBERS OF THE SCHOOL COMMUNITY

- (1) Complaints by employees or students of the School of sexual harassment or unwelcome sexual advance made against duly authorised agents, non-employee volunteers and instructors engaged in the business or activities of the School may be investigated by a designated Sexual Harassment Investigator who may, following investigation, recommend to the Principal what action, if any, is required.
- (2) Depending on the circumstances, the agent, volunteer or instructor may not be permitted on the School's premises.
- (3) The Principal and/or the School Board shall take appropriate action consistent with the requirements of Jamaican law.

7. Informal Resolution

- (1) Depending on the circumstances, it may be possible to amicably resolve a complaint through a voluntary conversation between the complainant and the member of the School Community or other person against whom the complaint is made facilitated by a Sexual Harassment Investigator. If either the complainant or person against whom the complaint is made is a minor student, the Sexual Harassment Investigator should notify the student's parent(s)/guardian(s).
- (2) Both the complainant and the person against whom the complaint is made may be accompanied by a person of their choice for support and guidance. Where a party is a minor student and the accompanying person is someone other than the student's parent/guardian, the consent of that student's parent/guardian is required.
- (3) If the parties to the informal procedure feel that a resolution has been achieved, then the conversation may remain confidential, and no further action needs to be taken on the complaint.
- (4) Where clause 7(3) of this Policy applies, the complainant and the person against whom the complaint is made, or their parent(s)/guardian(s) on their behalf in the case of minor students, are required to confirm the voluntary resolution of the complaint in writing and

a written report of the results of the informal voluntary resolution may be submitted by the facilitating Sexual Harassment Investigator to the School Principal. If the student or parent/guardian refuses to so confirm in writing a notation will be made by the School Principal to indicate that the student or parent/guardian refused to sign.

- (5) This Informal Procedure, the confirmation and reporting referred to in clause 7(4) of the Policy will remain confidential unless disclosure is required by law.
- (6) The Informal Procedure cannot be utilized in any case where the complainant is a student and the person against whom the complaint has been made is an employee or other non-student adult member of the School Community.
- (7) Where following an investigation or disciplinary action there is a finding that the complaint has not been proved, the Informal Procedure facilitated by a Sexual Harassment Investigator may nonetheless be utilized if considered in all the circumstances to be beneficial either for restoring or promoting a positive learning environment or to be in the best interest of a student.

8. The School's Duty to Report

There are acts, conduct, communications or behaviours defined above as constituting a sexual advance, unwelcome sexual advance or as sexual harassment which may also constitute physical or sexual ill-treatment or abuse, or sexual assault, or similar or related activity. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to incest, prostitution, rape, sodomy or any lewd or lascivious conduct involving a child. The School will discharge its duties of mandatory reporting required by law which arise on the facts and circumstances of any particular case under this Policy, including pursuant to the Child Care and Protection Act.

9. Retaliation

- (1) It is a separate and distinct contravention of the School rules (in the case of students) or breach of discipline (in the case of employees) or violation of this Policy for any member of the School Community to retaliate against any person who reports alleged sexual harassment or unwelcome sexual advance, or to retaliate against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such alleged harassment or advance. It is possible that the person against whom the complaint under this Policy was made may be found to have violated this anti-retaliation provision even if the underlying complaint of sexual harassment or unwelcome sexual advance is not proved under this Policy. Retaliation includes, but is not limited, to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for sexual harassment.
- (2) A person who knowingly makes a false report may be subject to the same sanctions that the School may take against any other member of the School Community individual who violates

this Policy. A “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or proved in accordance with this Policy.

10. Dissemination of Policy and Training

- A. This Policy will be conspicuously displayed throughout the School in areas accessible to members of the School Community, in particular students and employees.
- B. This Policy (or an extract) will appear in the Student/Parent Handbook. Where an extract is placed in the Handbook, the full Policy shall be readily accessible via electronic or other means. All students and staff of the School will be bound by the terms of this Policy.
- C. The School administration shall use its discretion in developing and initiating age-appropriate programs to effectively inform students and School employees about the substance of the Policy and procedures in order to help prevent sexual harassment and unwelcome sexual advance in the School Community. Counsellors and organisations such as the Centre for Investigation of Sexual Offences and Child Abuse (CISOCA) may be utilized in this regard.
- D. This Policy shall be reviewed at least annually for compliance with policies of the Ministry of Education Youth and Information and Jamaican Law. Upon **The Sexual Harassment (Protection and Prevention) Act, 2021** being brought into operation by the applicable Minister, this Policy may be revised and, if it is not yet revised, shall be subject to any provision to the contrary set out in the Act.

I have received a copy of the **POLICY FOR THE PREVENTION, MANAGEMENT AND REPORTING OF SEXUAL HARASSMENT AT CAMPION COLLEGE** and I agree to be bound by its terms.

Signed: _____

Dated: _____