

## Prevention of Sexual Harassment Action Plan

### Our steps to prevent sexual harassment

- Implemented a Sexual Harassment Policy
- Undertaken a sexual harassment risk assessment
- Developed a clear protocol for reporting and investigating any reports of sexual harassment, including third party harassment
- Trained our staff on our zero-tolerance policy
- We ensure all our volunteers are aware of our zero-tolerance policy
- We inform all course/session participants of our zero-tolerance policy
- We inform third parties and contractors of our zero-tolerance policy
- We display posters across our site highlighting our zero-tolerance policy
- We have Well-being Champions in place to support our staff team
- We have nominated a member of our senior management team to oversee our duty to prevent sexual harassment
- We review our processes every six months

<b>Action plan monitoring</b>	This action plan will be monitored on a six-monthly basis to ensure its effectiveness. Any necessary adjustments will be made
<b>Designated Lead</b>	Jodie Cornford, Deputy CEO

**Our children. Our families. Our community.**