

Sexual Harassment Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD does not tolerate sexual harassment of any kind — of our staff, of the candidates we supply, or by anyone acting for us. This policy sets out what sexual harassment is, what we do to prevent it, and how to report it.

Our legal duty

Since October 2024 employers have a positive duty to take reasonable steps to prevent sexual harassment of their workers, including harassment by third parties such as clients, pupils, parents and visitors. The Employment Rights Act 2025 strengthens this duty further from October 2026. This is a duty to act in advance, not simply to respond after the event.

What sexual harassment is

Unwanted conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not have to be intentional, it does not have to be repeated, and it does not have to be directed at a specific person.

- sexual comments, jokes, banter or innuendo;
- unwanted touching, hugging or invading personal space;
- staring, leering or suggestive gestures;
- sending or displaying sexual images or messages, including by text, email or social media;
- questions or comments about someone's body, appearance, sex life or sexual orientation;
- propositions, persistent requests for dates, or unwanted attention;
- treating someone worse because they rejected or submitted to such conduct.

Harassment related to sex, and harassment because someone has rejected or submitted to sexual harassment, are also unlawful.

Steps we take to prevent it

- We assess the risk of sexual harassment, including harassment by clients and by pupils, and record what we do about it.

- We tell every candidate at registration that they do not have to tolerate harassment on assignment, and how to report it.
- We brief clients that our workers are covered by this policy and that we expect them to provide an environment free from harassment.
- We train internal staff at induction and annually on recognising and responding to harassment.
- We act on every report, and we record what we did.
- We review incidents at least annually to identify patterns, including patterns at particular settings.

Being a temporary worker is not a reason to put up with it. If you are harassed on assignment — by a member of staff, a pupil, a parent or a visitor — tell us. We will take it seriously, raise it with the school, and where a client will not act, we will stop supplying that setting.

How to report

Candidates and workers	Tell your consultant, or contact the Director directly: abdullah@keystage-education.co.uk — 0208 057 9509
Internal staff	Tell the Director. Where the concern involves the Director, use the alternative contact in our Whistleblowing Policy.
If a child is involved	Report immediately as a safeguarding concern to the setting's designated safeguarding lead and to our Designated Safeguarding Lead.
Anonymously	You may report anonymously, though it limits what we can investigate.
Externally	ACAS on 0300 123 1100, or the Equality Advisory and Support Service on 0808 800 0082.

What we do with a report

- We acknowledge it within 1 working day and agree with you what happens next.
- We will not require you to return to a setting while a report is being looked into.
- We investigate promptly and confidentially, sharing information only with those who need it.
- Where the person responsible is our employee, we follow our disciplinary procedure. Where it is a candidate, we may remove them from our register. Where it is a client, we raise it formally and may withdraw our workers.
- We tell you the outcome so far as confidentiality allows.

No retaliation

Victimising someone for making or supporting a complaint is unlawful and is itself a disciplinary matter. Making a report will never affect the assignments a candidate is offered.

Time limits

An employment tribunal claim must usually be brought within three months less one day of the conduct complained of. Do not delay raising a concern while you decide what to do.