

Sexual Harassment and Abuse Prevention Policy

As part of its commitment to providing a safe and supportive environment for international students, SCOTS English College has developed this Sexual Harassment and Abuse Prevention Policy. This policy applies to all individuals involved in the accommodation hosting program, including students, host families, college staff, and any other parties affiliated with the program.

1. Purpose

The purpose of this policy is to ensure that all students, host families, and staff are protected from sexual harassment and abuse, and to outline the procedures for reporting and addressing any such incidents.

2. Scope

This policy applies to:

- Students: All international students participating in the accommodation hosting program.
- Hosts: All families or individuals providing accommodation through the program.
- Staff: All employees and representatives of SCOTS English College responsible for the placement and management of student accommodations.

3. Definitions

- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature that makes a person feel uncomfortable, unsafe, or threatened. This includes but is not limited to inappropriate touching, lewd comments, jokes, or insinuations, as well as digital harassment via text or social media.
- Sexual Abuse: Any form of unwanted sexual contact or coercion, including assault, molestation, or any act that violates an individual's sexual integrity and autonomy.

4. Policy Statement

SCOTS English College has a zero-tolerance approach to sexual harassment and abuse. We are committed to maintaining a safe environment for students and host families and expect all participants to adhere to the following principles:

- Respect for personal boundaries: Everyone has the right to feel safe and comfortable in their accommodation setting.
- No tolerance for inappropriate behavior: Any behavior that can be interpreted as sexual harassment or abuse will not be tolerated and will result in immediate investigation and action.
- Prompt reporting: Any concerns related to sexual harassment or abuse must be reported immediately to SCOTS English College staff.

5. Responsibilities

- Students: Students are expected to report any incidents of harassment or abuse as soon as they feel safe to do so. Students will be supported throughout the reporting process and encouraged to express any concerns they may have regarding their host accommodation.
- Host Families: Host families are required to provide a safe, respectful, and harassment-free environment. Hosts must undergo an initial screening and training on maintaining professional boundaries and understanding appropriate behavior with students. Any form of harassment or abuse by hosts will lead to immediate termination of the hosting arrangement and potential legal action.
- SCOTS English College Staff: Staff are responsible for vetting host families, conducting thorough background checks, and providing necessary training on harassment prevention. In case of any reported incidents, staff will follow the outlined procedures for investigation and ensure the safety and well-being of the student.

6. Reporting Procedures

If a student, host family member, or staff member experiences or witnesses sexual harassment or abuse, they must report it immediately using the following steps:

1. Report to SCOTS English College: Contact the Student Support Officer or any senior staff member via phone or email. SCOTS will provide the contact details and ensure easy access to these resources.
2. Confidentiality and Support: All reports will be handled with confidentiality, and the individuals involved will be offered support, including counselling and temporary accommodation if needed.
3. Investigation Process: SCOTS English College will promptly investigate all reports of sexual harassment and abuse. This process may include interviews with the student, host family, staff, and any witnesses. The investigation will be conducted fairly and impartially.
4. Interim Measures: If necessary, the student will be relocated to alternative accommodation during the

investigation period to ensure their safety and well-being.

5. Resolution and Disciplinary Actions: Based on the investigation findings, appropriate action will be taken. This may include the termination of the host-student arrangement, legal action, or dismissal of involved staff.

7. Training and Awareness

SCOTS English College will provide regular training to both host families and staff members on:

- Understanding and preventing sexual harassment and abuse.
- Recognizing signs of inappropriate behaviour.
- How to create a safe and inclusive environment for students.

8. Confidentiality and Privacy

All reports and investigations will be handled with the utmost care and confidentiality. SCOTS English College respects the privacy of all individuals involved and will ensure that personal information is only disclosed to relevant parties directly involved in resolving the incident.

9. Support for Victims

SCOTS English College will ensure that students or staff affected by sexual harassment or abuse are offered appropriate support, including:

- Counselling services: Access to professional counselling services.
- Alternative accommodation: Immediate alternative housing for students if needed.
- Legal and medical assistance: Referrals to legal or medical professionals as required.

10. Policy Review and Updates

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with local laws and best practices. Feedback from students, host families, and staff will be considered in future revisions.

This policy demonstrates SCOTS English College's commitment to creating a safe, respectful, and supportive environment for all individuals involved in the accommodation hosting program. By adhering to these guidelines, we can ensure that everyone's experience remains positive, inclusive, and free from harm.