PROSPERO GROUP

Sexual Harassment Policy

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Purpose and Scope

Although Temporary Workers operate under the day-to-day supervision and direction of our Clients, Prospero Group are committed to ensuring that all Temporary Workers are treated with dignity and respect whilst on assignment.

Sexual harassment is unlawful under the Equality Act 2010, and as such, we maintain a zero-tolerance approach to sexual harassment.

Prospero Group is committed to taking all reasonable steps to prevent sexual harassment of Temporary Workers, Prospero Group employees and others engaged in our services. This includes anticipating risks, implementing preventative measures, responding promptly to concerns and regularly reviewing the effectiveness of those measures.

Any disclosures raised will be treated seriously, and will be handled without delay and in a sensitive manner. We will take all reasonable steps within our control and remit, working in partnership with our clients where appropriate, to help prevent such behaviour and to support anyone who experiences or reports it.

This policy applies to all Temporary Workers, working on behalf of Prospero Group.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's Sexual Harassment Policy.

Definitions

- **Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- **Child** - any person under the age of 18.
- **Client** – an organisation, which engages with Prospero Group to purchase Work-Finding Services. This includes, amongst others: Schools, Local Authorities, Care Homes, Universities, Parents/Carers and Private Sector organisations.
- **Prospero Group** – is comprised of three entities: Prospero Teaching, Prospero Health & Social and Prospero Integrated.
- **Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.
- **Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

What is Sexual Harassment

Sexual harassment is unwanted behaviour of a sexual nature that:

- Violates someone's dignity, or
- creates an intimidating, hostile, degrading, humiliating or offensive environment.

It can be a one-off incident or a pattern of behaviour and can happen regardless of gender or sexual orientation.

Examples include, but are not limited to:

- Sexual comments or "jokes".
- Comments about someone's body or appearance.
- Displaying or sharing sexual images.
- Unwanted physical contact.
- Asking intrusive questions about someone's private life.

- Sending sexual messages or content.
- Sexual assault.
- Upskirting.
- Online harassment including:
    - Unwanted video calls of a sexual nature.
    - Sexual comments made via messaging platforms, email or social media.
    - Sharing sexualised content through digital communications

"Banter" can still be sexual harassment if it has this effect.

Role and Responsibilities

Prospero Group will:

- Take all reasonable steps to ensure all Temporary Workers and Clients understand their responsibilities to help prevent sexual harassment.
- Where possible, assess risks for Temporary Workers, especially at Client sites.
- Act on disclosures without delay and carry out a thorough investigation.
- Provide support to anyone who experiences or reports sexual harassment.

Temporary Workers must:

- Treat others with dignity and respect.
- Follow Client site policies.
- Without delay, report any instances of witnessed or suspected sexual harassment to Prospero Group.
- Cooperate with investigations, where applicable.

Clients are expected to:

- Maintain appropriate arrangements to prevent sexual harassment within their organisation.
- Provide Temporary Workers with relevant site-specific policies and reporting procedures.
- Take allegations or disclosures seriously.
- Cooperate with Prospero Group investigations and enquiries.
- Take appropriate action where sexual harassment is identified.
- Notify Prospero Group of relevant incidents involving Temporary Workers where appropriate.

Sexual Harassment Risk Assessment and Prevention

Prospero Group will take a proactive approach to preventing sexual harassment by identifying and assessing circumstances where Temporary Workers may be exposed to increased risk.

This may include, but is not limited to:

- Lone working.
- Home-based tuition or support sessions.
- Community-based work.
- Direct work with service users, parents, carers or members of the public.

- Work involving significant power imbalances.
- Online communications and virtual delivery.
- Social or work-related events.

Where risks are identified, Prospero Group will assess and implement all reasonable measures within our control to reduce those risks, and will review those measures periodically to ensure they remain effective.

Third-Party Sexual Harassment

Temporary Workers may experience sexual harassment from:

- Clients.
- Service Users.
- Pupils / Parents.
- Members of the public.
- Prospero Group employees.

Where services are delivered in private homes or community settings, all parties are expected to maintain a professional environment free from sexual harassment, inappropriate behaviour, sexualised language, unwanted advances or conduct that may create an intimidating, hostile, degrading, humiliating or offensive environment.

Prospero Group will not tolerate sexual harassment by any third party, including Clients, Service Users, Parents, Carers, Guardians, visitors, contractors or members of the public.

Where concerns are identified, Prospero Group will respond promptly and take the Temporary Worker's account seriously. We will consider any immediate steps required to protect those involved, which may include removal from a placement, alternative working arrangements or other appropriate safeguards.

Where appropriate, Prospero Group will work with the Client and other relevant parties to investigate the concern, seek confirmation of any action taken, and consider whether additional control measures are required.
Prospero Group will also review the suitability of the placement and may cease offering assignments, end a placement or terminate a Client relationship where appropriate.

Information arising from concerns will be used to review relevant risk assessments, preventative measures and working practices.

Reporting and Whistleblowing

Where any instances of sexual harassment are witnessed or suspected, individuals are required to immediately report it to:

- Both their Prospero Group Consultant and via our Safeguarding or Incident Referral Form.
- A manager at the Client site and/or the member of staff as stated in the Client's sexual harassment policy.
- A trade union representative (if applicable).

Reports will be treated confidentially, and Prospero Group ensures no retaliation against whistleblowers acting in good faith.

What Happens When a Concern is Reported

All disclosures will be taken seriously and handled in a fair, timely and sensitive manner.

On receipt of a disclosure, Prospero Group will:

- Acknowledge the disclosure without delay.
- If the disclosure involves a Temporary and/or a Client - appoint a member of the Safeguarding Team to investigate.
- If the disclosure involves a Prospero Group internal employee - escalate to Prospero Group's Internal HR team for investigation under our internal Sexual Harassment Policy.
- Consider any immediate steps required to protect those involved.
- Discuss the matter with the individual involved (where appropriate).
- Gather relevant information and, where necessary, liaise with the Client to establish the facts.
- Maintain appropriate confidentiality.

Where the concern relates to conduct at a Client site, Prospero Group will work in partnership with the Client to ensure that the matter is investigated and appropriate action is taken.

Interim measures may include, but are not limited to:

- Removal from the assignment.
- Arranging an alternative placement.
- Agreeing temporary adjustments to duties or working arrangements.
- Pausing an assignment while an investigation is carried out.

Following the outcome of any investigation, we will:

- Inform the Temporary Worker of the outcome (subject to data protection and confidentiality requirements).
- Take appropriate action within our remit. Whilst Prospero Group cannot directly discipline third parties, we will work with Clients and other relevant parties to ensure concerns are investigated, appropriate action is taken and suitable safeguards are implemented. We will also review any lessons learned and whether additional preventative measures, controls or risk assessments are required.
- Review the suitability of the assignment and the ongoing relationship with the client where relevant

When investigating the disclosure made, Prospero Group will:

- Treat all disclosures confidentially and sensitively.
- Carry out a fair and timely investigation.
- Keep the individual informed.
- Support the individual, where possible.
- Take appropriate action if the disclosure is upheld.

Possible outcomes include but are not limited to:

- Removal from the assignment.
- Ending a Client relationship.
- Termination of work-finding services (where applicable).
- Working with the client to take appropriate action.
- Consider ending or not offering the placement if safety cannot be assured.
- Referrals to relevant bodies (including safeguarding), where there is a concern about an individual's suitability to work with Children and/or Adults at Risk.

Safeguarding - Children and/or Adults at Risk

Where a concern or complaint of sexual harassment involves a child or an Adult at Risk, safeguarding procedures will take priority.

In such circumstances Prospero Group will:

- Treat the matter as a safeguarding concern and respond without delay.
- Follow our Safeguarding Children & Adults at Risk Policy and statutory guidance.
- Consider any immediate steps required to protect those involved.
- Share relevant information with the Client, the appropriate safeguarding authority and/or statutory agencies where required.
- Not wait for a formal complaint before acting.

Prospero Group will ensure that any concerns of this nature are reported to the appropriate party, including but not limited to:

- The Client's Designated Safeguarding Lead (DSL) or equivalent.
- The Local Authority Designated Officer.
- The Disclosure and Barring Service (DBS).
- The police.
- Any relevant regulatory or professional body.

Where a safeguarding referral is made, the Temporary Worker will be informed of the action taken where it is appropriate and safe to do so.

We recognise that, in safeguarding matters, it may not be possible to maintain complete confidentiality, however the welfare of the Child or Adult at Risk will always be the primary consideration.

Support for Those Affected

We recognise that experiencing or reporting sexual harassment can be distressing, and therefore support will be offered to anyone affected.

Support may include:

- Access to our Medicash services.
- A named contact within our organisation for regular welfare communication.
- The option to be accompanied in meetings.
- Adjustments to the assignment or assistance in securing an alternative placement.
- Signposting to external support organisations and confidential advice services.

We will also take steps to minimise any ongoing impact on the individual's work opportunities while disclosures are being addressed.

Support will be provided to all parties involved in a complaint, including witnesses and those accused, to ensure a fair and balanced process.

Confidentiality

All reports of sexual harassment will be handled as confidentially as possible. Information will only be shared with those who need to know in order to assess the risk, investigate the matter and take appropriate action.

Where a disclosure relates to an assignment carried out under the supervision of a Client, it may be necessary to share relevant information with the Client so that the issue can be properly investigated and addressed. This will always be done sensitively and in line with Data Protection requirements.

We ask that all individuals involved in a complaint – including the person raising the disclosure, the person the disclosure is about, and any witnesses – maintain appropriate confidentiality to protect the integrity of the process and the wellbeing of those involved.

A breach of confidentiality may result in suspension / termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Confidentiality will be maintained as far as reasonably possible; however, it cannot be guaranteed where:

- There is a safeguarding concern.
- There is a risk of harm to any individual.
- We are required to disclose information by law.

In such circumstances, we will aim to discuss this with the individual in advance wherever it is appropriate and safe to do so.

Record-Keeping

Prospero Group are committed to maintaining accurate, secure and confidential records of all disclosures raised in relation to sexual harassment.

Records will be created as soon as reasonably practicable and will be factual, clear and stored in accordance with Record Retention Policy.

Access to these records will be restricted to those who have a legitimate need to know in order to:

- Investigate the matter.
- Support the individuals involved.
- Take appropriate action.
- Meet our legal and regulatory obligations.

Where a disclosure relates to conduct on a Client site, relevant information may be shared with the Client where necessary to allow a full and fair investigation and to ensure appropriate safeguarding and preventative measures are put in place. Only information that is necessary for this purpose will be shared.

Where possible and appropriate, records will be anonymised for monitoring and reporting purposes.

Monitoring and Review of Preventative Measures

Prospero Group will periodically review sexual harassment concerns, trends, complaints, placements and risk information to assess the effectiveness of preventative measures and identify opportunities for improvement.

Data Protection

Prospero Group is committed to protecting the privacy and confidentiality of personal data. All personal data processed under this policy will be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and Prospero Group's data protection policies and procedures.

Enforcement

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding and Data Protection Officer.

Failure to adhere to this policy may result in appropriate action being taken. For Temporary Workers, this may include the suspension or termination of Work-Finding Services and referral to the Disclosure and Barring Service (DBS) and/or relevant professional body, where applicable. Prospero Group also reserves the right to suspend or terminate its relationship with any Client where safeguarding concerns, breaches of this policy, or actions that place Service Users at risk are identified.

Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, government guidance and best practice.