

INCLUSION AND Diversity Policy (Includes Equal Opportunity and Sexual Harassment)



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

The purpose of this policy is to explain Craigieburn Primary School's commitment to making sure every member of our school community, regardless of their background or personal attributes, is treated with respect and dignity. Craigieburn Primary School strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff. For staff, this policy should be read alongside the Department of Education and Training's [Respectful Workplaces](#) policies (including [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#)) as these whole of Department policies apply to all staff at Craigieburn Primary School.

POLICY

DEFINITIONS

Personal attribute: a personal characteristic that is protected by State or Commonwealth anti-discrimination legislation. These include race, disability, sex, sexual orientation, gender identity, religious belief or activity, political belief or activity, age, intersex status, physical features, pregnancy, carer and parental status, breastfeeding, marital or relationship status, lawful sexual activity, employment activity, industrial activity, expunged homosexual conviction or personal association with anyone who is identified with reference to any protected attribute.

Direct discrimination: unfavourable treatment because of a person's protected attribute.

Indirect discrimination: imposing an unreasonable requirement, condition or practice that disadvantages a person or group of people with a protected attribute.

Sexual harassment: unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated. It may be physical, verbal, visual or written.

Disability harassment: humiliating comments or actions about a person's disability.

Vilification: conduct that incites hatred towards or revulsion or severe ridicule of a person or group of people on the basis of their race or religion.

Victimisation: subjecting a person or threatening to subject them to detrimental treatment because they (or their associate) has made an allegation of discrimination or harassment on the basis of a protected attribute (or asserted their rights under relevant policies or law).

INCLUSION AND DIVERSITY

Craigieburn Primary School strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

The school's values of respect, personal excellence, inclusions and cooperation and honesty and trusts underpin the behaviours expected of all members of the school community.

Craigieburn Primary School is committed to creating a school community where all members of the school community are welcomed, accepted and treated fairly and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

Craigieburn Primary School acknowledges and celebrates the diversity of backgrounds and experiences in its school community and will not tolerate behaviours, language or practices that label, stereotype or demean others. Craigieburn Primary School values the human rights of every student and takes their obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

Craigieburn Primary School will:

- actively nurture and promote a culture where everyone is treated with respect and dignity
- ensure that students are not discriminated against (directly or indirectly) and where necessary, are reasonably accommodated to participate in their education and school activities (eg school sports, concerts, graduation ceremonies, Reaching for the Stars program, swimming program) on the same basis as their peers
- acknowledge and respond to the diverse needs, identities and strengths of all students
- encourage empathy and fairness towards others
- challenge stereotypes that promote prejudicial and biased behaviours and practices
- contribute to positive learning, engagement and wellbeing outcomes for students
- respond to complaints and allegations appropriately and ensure that students are not victimised
- make accessible relevant policies which will be available on the school website
- inform all new students, parents/carers and staff of the expectations of behaviour at the commencement of their time at the school
- provide all students and parents/carers a copy of the Respectful Relationships booklet, which outlines the school values and expectations

- provide all students and parents/carers the Contract for the Safe and Acceptable Use of Digital Technologies, which needs to be signed
- display in all classrooms the non-negotiable posters including the school's values, Managing Emotions model posters and the restorative practice process
- display the School Wide Positive Behaviour Matrix around the school
- implement DET's Rights, Resilience, Respectful Relationships program from Prep – Year 6
- ensure all staff complete any mandated DET modules

Craigieburn Primary School is a Respectful Relationships school where respect, positive attitudes and positive behaviours are modelled and used by the whole school community. Respectful Relationships teaches the school community how to build healthy relationships that demonstrate non-violence, equality, mutual respect and trust. At Craigieburn Primary School, creating a respectful, safe and supportive school helps all school community members to feel welcomed, valued and included. Students learn best when they feel welcomed, safe, supported, and happy.

Craigieburn Primary School also aims to empower students to reach their personal best, and fully equip them to contribute positively to society as happy, healthy young adults.

Craigieburn Primary School values *respect, personal excellence, inclusion and cooperation, honesty and trust*.

Bullying, unlawful discrimination, harassment, vilification, and other forms of inappropriate behaviour targeting individuals or groups because of their personal attributes will not be tolerated at Craigieburn Primary School. They will take appropriate measures, consistent with their *Student Wellbeing and Engagement* and *Bullying* policies to respond to students who demonstrate these behaviours at their school.

Students who may have experienced or witnessed this type of behaviour are encouraged to speak up and to let their teachers, parents or carers know about those behaviours to ensure that inappropriate behaviour can be addressed.

Students that are involved in bullying or harassing others on the basis of their personal attributes will be supported to understand the impact of their behaviour and will be referred, where appropriate, to relevant agencies. Students who have been the subject of bullying or harassment will be supported and will be referred, where appropriate, to relevant agencies. Constructive strategies to deal with harassment may include: restorative chats, education in coping strategies, assertiveness training, problem solving and social skills, counselling and behaviour modification. These strategies will be employed in preference to punitive sanctions and negative consequences.

The school leadership team and the teachers will work together to ensure the safety of all school members in situations of bullying (including cyber bullying) and harassment, by thoroughly investigating all complaints while respecting the need for confidentiality, notifying parents/carers and planning interventions.

If a staff member feels a student is at serious and imminent risk from bullying (including cyber bullying) and harassment, then it is their professional duty to pass on the information to an appropriate person in order to ensure appropriate support for the student. It is important that

teachers document fully their interaction with the student and to verify the actions taken. This information will be entered onto COMPASS.

If a staff member believes they are being bullied or harassed by another member of staff or member of the school community, they need to report it to the principal.

All complaints of bullying (including cyber-bullying) and harassment will be dealt with in a consistent and systematic way. These complaints will be heard in confidence and taken seriously.

REASONABLE ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Craigieburn Primary School also understands that it has a legal obligation to make reasonable adjustments to accommodate students with disabilities. A reasonable adjustment is a measure or action taken to assist students with disabilities to participate in their education on the same basis as their peers. Reasonable adjustments will be made for students with disabilities in consultation with the student, their parents or carers, their teachers and if appropriate, their treating practitioners. Craigieburn Primary School may consult through Student Support Group processes and in other less formal ways.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school website
- Included in staff induction process
- Hard copy available from school administration upon request

Policy last reviewed	February 2025
Approved by Principal	February 2025
Next scheduled review date	February 2029