



**Craigieburn South  
Primary School**

Phone: 03 9308 3133 Fax 03 9308 1279  
102 Hothlyn Drive, Craigieburn Vic 3064  
craigieburn.south.ps@edumail.vic.gov.au  
www.craigsth.vic.edu.au

• Respect • Personal Excellence • Inclusion & Cooperation • Honesty & Trust

## **INCLUSION and DIVERSITY POLICY (includes Equal opportunity and Sexual Harassment)**

### **PURPOSE**

The purpose of this policy is to explain Craigieburn South 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 South 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 South Primary.

### **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 South Primary is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably 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 South Primary School acknowledges and celebrates the diversity of backgrounds and experiences in our school community and we will not tolerate behaviours, language or practices that label, stereotype or demean others. At Craigieburn South Primary, we value the human rights of every student and we take our obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

Craigieburn South Primary 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 programs, 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 available 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 new staff with documentation as part of the school's induction process
- provide all students and parents/carers a copy of the Respectful Relationships Booklet for them to read, sign and return back to school; the booklet 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
- provide all students with a copy of the School Wide Positive Behaviour Matrix and their signed copy of their Respectful Relationships booklet which will follow them throughout their primary schooling years
- display the School Wide Positive Behaviour Matrix around the school
- display the Child Safe Standards posters around the school
- teach DET's Rights, Resilience, Respectful Relationships program from Prep – Year 6
- ensure all staff complete any mandated DET modules

Craigieburn South 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 us how to build healthy relationships that demonstrate non-violence, equality, mutual respect and trust. At Craigieburn South Primary School we believe that 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 South 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.

At Craigieburn South Primary School we value, *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 South Primary School. We will take appropriate measures, consistent with our *Student Wellbeing and Engagement* and *Bullying* policies to respond to students who demonstrate these behaviours at our 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.

*PLEASE NOTE: DHHS Mandatory Reporting: Mandatory reporters (teachers, principals, medical practitioners, nurses, police) must make a report to the Department of Health and Human Services (DHHS) (Child Protection) as soon as practicable if, in the course of practising their profession or carrying out their duties, they form reasonable belief that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child from that abuse. A mandatory reporter who fails to comply with these reporting obligations may be committing a criminal offence. Tel: 1300 664 977*

*Emergency Management Mandatory Reporting: Schools are required to immediately notify the Security Services Unit of any incident that impacts on the safety or wellbeing of staff, students or visitors on: Tel: (03) 9589 6266*

### **Reasonable adjustments for students with disabilities**

Craigieburn South Primary 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. Our school may consult through Student Support Group processes and in other less formal ways. For more information about support available for students with disabilities, and

communicating with us in relation to a student's disability, please contact the Student Wellbeing Coordinator on 9308 3133 for further information.

### Evaluation

This policy will be reviewed every 4 years, as per DET requirements.

This policy was last reviewed in 2020

The policy will be reviewed in 2024