

# INCLUSION AND DIVERSITY POLICY

## PURPOSE

The purpose of this policy is to explain Greenvale Secondary College's commitment to making sure every member of our school community, regardless of their background or personal attributes, is treated with respect and dignity. This policy should be read alongside the following Department of Education and Training policies:

- [Equal Opportunity and Human Rights - Students](#)
- For staff, the [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 Greenvale Secondary College.

Following consultation with our learning community, the College believes this focus to be important because:

- Student and staff safety leads to improved learning outcomes
- Staff at the College have a professional responsibility to respond to matters of diversity and inclusion
- Respectful language is important for all members of our community
- Students, staff and families would like the College to have an inclusive culture that is welcoming for all students and staff

## 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:* an action taken in relation to the person's disability that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the person.

*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

Greenvale Secondary College strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

Greenvale Secondary College 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.

Greenvale Secondary College 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 Greenvale Secondary College 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.

Greenvale Secondary College will:

- actively nurture and promote a culture where everyone is treated with respect and dignity
- ensure that students and staff are not discriminated against (directly or indirectly) and where necessary, are reasonably accommodated to participate in their education and school activities (eg schools sports, concerts, formals) 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.
- establish a diversity and inclusion team to lead the implementation of this policy
- embed explicit teaching of diversity and inclusion within lessons
- communicate to families what they can do to support
- provide professional development for staff to support this policy

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 Greenvale Secondary College. We will take appropriate measures, consistent with our *Student Wellbeing and Engagement* and *Bullying Prevention* 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.

## Racism

Racism is not tolerated in Victorian government schools. Racism has significant detrimental impacts on mental health, learning and engagement, and contributes to disadvantage and isolation of young people.

### *Reporting*

We encourage you to report incidents to the school if your child:

- has been the target of religious, racial discrimination or abuse
- has seen others experience racism or religious discrimination.

Greenvale Secondary College will take appropriate action and provide support.

### *Contacting the Report Racism Hotline*

You can report the incident to the Report Racism hotline if you are:

- not comfortable reporting to the school
- not happy with the school's response.

The Report Racism hotline is available 9am to 5pm, Monday to Friday (excluding public holidays) on [1800 722 476](tel:1800722476).

In an emergency, contact Victoria Police on 000. If your concern is non-urgent but you would like to contact the police, call 131 444.

### *Make a complaint in writing*

You can write to the department's Report racism line via email at [report.racism@education.vic.gov.au](mailto:report.racism@education.vic.gov.au)

### *# Inclusion and Diversity Committee*

An Inclusion and Diversity Committee will lead the school in establishing and implementing a community response to education, support and communication.

The objectives of The Committee include, but are not limited to:

- **Promoting Awareness:** To raise awareness and understanding of diverse cultures, perspectives, and identities within the school community.
- **Fostering Inclusion:** To identify and address barriers to inclusion and ensure that all members of the school community feel valued, respected, and supported.
- **Advising on Policy:** To provide recommendations to school leadership on policies, practices, and curriculum development related to diversity, equity, and inclusion.
- **Organizing Events:** To plan and facilitate events, celebrations, and educational programs that highlight the richness of inclusion and diversity.
- **Addressing Concerns:** To serve as a forum for discussing and addressing issues related to cultural sensitivity, discrimination, and bias.

- **Building Community:** To strengthen relationships among diverse groups within the school and with the broader community.

### Reasonable adjustments for students with disabilities

Greenvale Secondary College 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 refer to our school's *Student Wellbeing and Engagement* policy or contact the Student Services Manager for further information.

### Guiding Principles

At Greenvale Secondary College, our College vision and values mean that we are accepting of all people regardless of their gender, sexuality, culture or religion. We also have workplace responsibilities to support our staff in having a safe and inclusive workplace.

Whilst the College understands that there may be opposing views in our community on some of these matters, the College expects that all members of our community will respectfully co-exist together without deliberately undermining the College's approach and view to this work.

This means that in line with the College Engagement and Wellbeing Policy, deliberately targeting or discriminating against students, staff or groups in relation to their sexuality, gender, culture or religion is unacceptable in any form.

If this occurs, the following process will occur:

- 1<sup>st</sup> Instance = warning and documentation/communication (remind expectations, document as minor behaviour)
- 2<sup>nd</sup> Instance = educative response and documentation/communication (re-teach, document as minor behaviour)
- 3<sup>rd</sup> Instance = consequences in line with Engagement and Wellbeing Policy (document as major behaviour)

## **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at student forums
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

- Reminders in our school newsletter
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

For staff, please see the Department's [Equal Opportunity and Anti-Discrimination Policy](#), [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#) which apply to all staff working at our school.

Other relevant Department policies and resources on the Department's Policy and Advisory Library are:

- [Equal Opportunity and Human Rights - Students](#)
- [Students with Disability](#)
- [Koorie Education](#)
- [Teaching Aboriginal and Torres Strait Islander Culture](#)
- [Safe Schools](#)
- [Supports and Services](#)
- [Program for Students with Disabilities](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	02/09/2025
Consultation	Staff, Engagement Team, School Council
Approved by	Principal
Next scheduled review date	02/09/2029 (4yrs after)

Updates	
Review	18/09/2024
Review, updates and additions	02/09/2025

## **Memorandum of Understanding (MOU) - Inclusion and Diversity Committee**

### **Date:**

**Parties:** This Memorandum of Understanding (MOU) is entered into by and between Greenvale Secondary College (hereinafter referred to as "The School") and the Inclusion and Diversity Committee (hereinafter referred to as "The Committee").

### **1. Preamble**

This MOU outlines the framework for the establishment, operation, and responsibilities of Inclusion and Diversity Committee within Greenvale Secondary College. It serves to formalize the commitment of The School to fostering an inclusive, equitable, and culturally rich environment for all students, staff, and the wider school community.

### **2. Purpose of the Committee**

The primary purpose of the Inclusion and Diversity Committee is to champion, promote, and integrate cultural understanding, diversity, equity, and inclusion principles throughout all aspects of school life. The Committee will advise The School's leadership on strategies and initiatives that celebrate differences, address inequalities, and ensure a welcoming environment for individuals from all backgrounds.

### **3. Objectives**

The objectives of The Committee include, but are not limited to:

- **Promoting Awareness:** To raise awareness and understanding of diverse cultures, perspectives, and identities within the school community.
- **Fostering Inclusion:** To identify and address barriers to inclusion and ensure that all members of the school community feel valued, respected, and supported.
- **Advising on Policy:** To provide recommendations to school leadership on policies, practices, and curriculum development related to diversity, equity, and inclusion.
- **Organizing Events:** To plan and facilitate events, celebrations, and educational programs that highlight the richness of inclusion and diversity.
- **Addressing Concerns:** To serve as a forum for discussing and addressing issues related to cultural sensitivity, discrimination, and bias.
- **Building Community:** To strengthen relationships among diverse groups within the school and with the broader community.

### **4. Membership**

The Committee shall comprise a diverse representation of the school community, including:

- **Students:** A minimum of 3 student representatives from various year levels.
- **School Staff:** A minimum of 3 school staff members.
- **Parents/Guardians:** A minimum of 2 parent/carers representatives.

- **School Leadership Representative:** A designated member of the school's leadership team who will serve as a liaison.
- **Community Representative:** A member of a cultural organization. ( not mandatory)

**Selection Process:** Members will be selected through an expression of interest process. The executive team of the school will have the final decision on the members of the committee.

**Term of Membership:** Members will serve for a term of one academic year with the possibility of renewal.

## **5. Roles and Responsibilities**

### **5.1. The Committee's Responsibilities:**

- Develop an annual action plan aligned with the committee's objectives and the school's annual implementation plan and strategic goals.
- Regularly review and assess the school's environment regarding diversity, equity, and inclusion.
- Organize and promote events and initiatives that celebrate inclusion, culture and diversity.
- Provide a safe and confidential space for discussion of diversity-related issues.
- Collaborate with other school committees, departments, and external organizations as appropriate.
- Maintain open communication with the school community regarding its activities and progress.

### **5.2. Individual Member Responsibilities:**

- Actively participate in committee meetings and discussions.
- Contribute to the planning and execution of committee initiatives.
- Serve as an advocate for diversity, equity, and inclusion within their respective constituencies.
- Adhere to the principles of respect, confidentiality, and collaboration.
- Follow through with tasks allocated to the member.

## **6. Meetings**

- **Frequency:** The Committee shall meet regularly, at least twice a term during the academic year. One meeting will consist of school staff only and the other will have all members in attendance.

- **Chairperson:** The Committee shall elect a Chairperson from among its members annually.
- **Minutes:** Minutes of all meetings shall be recorded and shared with committee members and relevant school leadership.

## **7. Reporting and Accountability**

The Committee shall report its progress, challenges, and recommendations to executive team at least once per term. An annual report summarizing the committee's activities and achievements will be submitted at the end of each academic year.

## **8. Term and Review**

This MOU shall be effective upon the date of signing and shall remain in effect for a period of [ one year subject to annual review. This MOU may be amended by mutual agreement of all parties involved.

## **9. Signatures**

By signing below, the parties indicate their agreement with the terms and conditions outlined in this Memorandum of Understanding.

### **For Greenvale Secondary College:**

[Name of Principal/Head of School] Principal/Head of School Date:

### **For the Inclusion and Diversity Committee:**

[Name of Committee Chairperson] Committee Chairperson Date:

[Name of Committee Member 1] Committee Member Date:

[Name of Committee Member 2] Committee Member Date:

[Name of Committee Member 3] Committee Member Date:

[Name of Committee Member 4] Committee Member Date:

[Name of Committee Member 5] Committee Member Date:

[Name of Committee Member 6] Committee Member Date:

[Name of Committee Member 7] Committee Member Date:

[Name of Committee Member 8] Committee Member Date:

[Name of Committee Member 9] Committee Member Date:

[Name of Committee Member 10] Committee Member Date: