Equal Opportunity Policy

Rationale:

- Kew Primary School recognises and promotes human rights, and values the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experience of the whole school community. This school supports the Charter of Human Rights and Responsibilities Act 2006.
- Kew Primary School is committed to ensuring that the working environment is free from discrimination, harassment, bullying, vilification and victimisation.

Aims:

- Kew Primary School aims to create an inclusive school culture that fosters acceptance and respect for diversity.
- Kew Primary School aims to provide a welcoming, supportive, and emotionally and physically secure learning and working environment for every member of the school community.

Implementation:

This policy applies to:

- education (teaching and learning, enrolment, student management, student services, curriculum development and delivery)
- the provision of goods and services (extracurricular activities, camps, parent–teacher interviews, access to facilities)
- school sport
- employment at the school (recruitment, allocation of duties, employment conditions, access to benefits such as training, promotion and leave).

Under this policy, every member of the Kew Primary School Community has the right to learn and work in a safe and inclusive environment free from discrimination, harassment, bullying, vilification and victimisation. Along with this right comes the responsibility to respect and promote human rights and responsibilities by behaving according to this policy.

Complaints procedures:

- Kew Primary School encourages all members of the school community to attempt to resolve complaints and concerns through the school, following appropriate guidelines, regulations and laws.
- All complaints will be treated confidentially, fairly and consistently, and resolved in a timely manner.
- Any member of the school community who raises an issue of discrimination, harassment, bullying or vilification in good faith will not be victimised or otherwise unfairly treated or disadvantaged. All complaints of victimisation will be taken seriously, investigated and acted upon as quickly as possible.
- If you are a member of staff please refer to the Department’s Guidelines for Managing Complaints on the Department’s HR Web.

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Complaints procedures (Cont.):

- If you are a parent please refer to DEECD’s parent complaints guidelines.
- If you are a student, please refer to the schools wellbeing strategy.
- Only people directly involved in the issue or complaint will be party to the resolution process. Each complaint will be investigated and appropriate action to resolve the problem will be taken. The principal or a nominee has responsibility for investigating complaints of discrimination, harassment, bullying, vilification and victimisation.
- Kew Primary School encourages all members of the school community to attempt to resolve complaints and concerns through the school if possible. It is also your right to seek help from outside the school. For example, you can contact the Department, the Ombudsman or the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) for information or advice, or to make a complaint.

Right to appeal/review

If you are dissatisfied with the decision relating to your complaint, you may seek a review of the decision in accordance with departmental procedures.

Other relevant documentation may include:

- DEECD’s Diversity and Equity policies
- DEECD’s Sexual Harassment Policy and Procedures
- Employee complaint resolution procedures
- DEECD Occupational Health and Safety policies
- Safe Schools are Effective Schools
- School codes of conduct
- School anti-bullying policy
- Charter of Human Rights and Responsibilities Act 2006 including any relevant DEECD policies
- Charter of Human Rights and Victorian Schools Checklist

Evaluation:

This policy will be reviewed as part of the school’s three year review cycle.