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DOCUMENTS: CYBER-SAFETY: KEEPING CHILDREN SAFE IN A CONNECTED WORLD

REFERENCES:

- Appeals Policy
- Complaints Policy
- Australian Legislation
- Children’s Safety Policy

RELEVANT STANDARDS

- ELICOS National Standards
- Education Services for Overseas Students (ESOS) Act 2000
- EDUCATION STANDARDS BOARD (ESB)

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POSITION: PRINCIPAL



## PURPOSE

This Access, Equity and Fairness Policy specifies the principles and framework of Adelaide International School to ensure the provision of open access and equity to all stakeholders of the organisation.

## POLICY

AIS is committed to providing an environment that is:

- safe and equitable through zero tolerance of any form of harassment, bullying, discrimination, racial vilification, or any other activity that inhibits access, equity, or fairness
- supportive of the learning needs of AIS students, enabling them to have equal opportunities for academic success
- a child safe environment.
- as a minimum, aligned with State and Federal legislation.

## SCOPE

This policy applies to all managers, employees, contractors, students, and potential students at AIS.

## DEFINITIONS

*Access:* Ability to have entry to courses, procedures and activities that are free of discrimination and do not have additional barriers put in place because of the characteristics of the person.

*Equity:* All people are treated equally and with respect, regardless of race, gender identity, impairment, size, age, religion etc

*Fairness:* Impartial and just treatment or behaviour without favouritism or discrimination

*Child Protection Officer:* The appointed person with responsibility for managing Child Protection issues including being up to date with relevant legislation in relation to access, equity and fairness for all stakeholders. This includes being the first point of contact to provide advice and support to children, parents and employees/volunteers regarding the safety and well-being of children when dealing with the organisation.

## PRINCIPLES

This policy is based on the following principles:

1. AIS recognises, values, and promotes the diversity of its student and staff community
2. All stakeholders will be treated with respect in a workplace and learning environment that is free of harassment and intimidation
3. All personnel and learner decisions will be fair, reasonable, non-discriminatory, and based on merit
4. No individual or group will be treated less favourably than another.
5. All communications and interactions will be free of bias, prejudice, and discriminatory language

6. All stakeholders including children will be encouraged to participate in the development and improvement of services as they relate to this policy.

### RESPONSIBILITIES

#### Principal

1. Foster a culture that embraces Access, Equity and Fairness in a school
2. Address issues that arise from the implementation of this policy
3. Be the Child Protection Officer for AIS
4. Ensure that support services are available and accessible to stakeholders
5. Make sure that stakeholders are aware that harassment is unlawful, unacceptable and will not be tolerated.
6. Set an example through exhibiting appropriate behaviour.

#### Director of Curriculum & Administration.

1. Support the Principal in the implementation of this policy
2. Set an example through exhibiting appropriate behaviour.

#### Staff Members and Contractors

1. Understand the concepts of Access, Equity and Fairness as it relates to the workplace at AIS
2. Assist in the development of a positive and respectful workplace culture at AIS
3. Support the needs of students based on the requirements of this policy
4. Set an example through exhibiting appropriate behaviour
5. Treat all personnel at AIS with fairness
6. Ensure their personal well-being
7. Support the well-being and development of AIS students
8. Immediately intervene and report any situation which vilifies or demeans or harms an individual
9. If harassed, take action to stop it, not only for self-protection, but to prevent others suffering the same form of discrimination.

#### Students

1. Contribute to a positive school culture by not committing harassment or discrimination in any form.
2. If harassed, take action to stop it, and report it to a staff member, not only for self-protection, but to prevent others suffering the same form of discrimination.
3. Enhance the learning experience by allowing others to learn without compromise of the learning environment through poor or distracting behaviours.
  - Exhibit positive behaviour at all times.
  - Follow instructions at all times.
4. When needed, request the assistance of another person in raising a complaint and in any subsequent resultant interviews.

END OF POLICY