

Inclusion Policy

1. Purpose

This Inclusion Policy outlines our organisation's commitment to fostering a welcoming, respectful, and equitable environment where diversity is valued, and all individuals feel safe, respected, and empowered to participate fully.

2. Scope

This policy applies to all staff, students/participants, volunteers, contractors, visitors, and community members engaged with our organisation.

3. Policy Statement

We are committed to:

- Promoting respect, fairness, and dignity for all.
- Ensuring equal access to opportunities regardless of age, gender, cultural or linguistic background, disability, sexual orientation, religion, or socio-economic status.
- Removing barriers that prevent participation and inclusion.
- Celebrating diversity as a strength that enriches our organisation and community.

4. Principles

1. **Equity** – Providing support and resources based on individual needs to ensure fair outcomes.
2. **Accessibility** – Ensuring environments, services, and communications are inclusive and accessible.
3. **Participation** – Encouraging active involvement from all members of the community.
4. **Respect** – Valuing the perspectives and contributions of every individual.
5. **Collaboration** – Working with families, communities, and partners to strengthen inclusive practices.

5. Responsibilities

- **Leaders and Managers** will model inclusive practices, implement this policy, and provide training.
- **Staff and Volunteers** will treat all individuals with respect, challenge discrimination, and support inclusion.
- **Students/Participants** are expected to engage respectfully with others and contribute to an inclusive environment.
- **Community and Partners** will be engaged to support inclusion initiatives.

6. Implementation Strategies

- Provide professional development on diversity and inclusion.
- Ensure recruitment, selection, and promotion processes are free from bias.
- Adapt programs and services to meet the needs of diverse participants.
- Establish clear procedures for reporting and addressing discrimination or harassment.
- Celebrate cultural and awareness events throughout the year.

7. Monitoring and Review

- Progress on inclusion goals will be reviewed annually.
- Feedback will be sought from staff, participants, and community stakeholders.
- This policy will be updated as required to reflect best practice and legislative changes.
- **7. Procedure**
- **Raising Concerns**
- Any individual who experiences or witnesses exclusion, discrimination, or harassment should report the matter to their manager, supervisor, or designated inclusion officer.
- Reports may be made verbally or in writing and can be submitted confidentially.
- **Initial Response**
- The manager or designated officer will acknowledge receipt of the concern within 5 business days.
- Immediate steps will be taken to ensure the safety and wellbeing of the individual raising the concern.
- **Investigation**
- An impartial investigation will be conducted, ensuring confidentiality and fairness.
- All parties involved will have an opportunity to provide their perspective.
- **Resolution**
- Outcomes may include mediation, training, policy adjustments, disciplinary action, or other measures deemed appropriate.
- The individual raising the concern will be informed of the outcome and any actions taken.
- **Follow-Up**

Modify to suit your organisation, club or group

- Regular follow-up will occur to ensure the resolution is effective and the environment remains inclusive.
- Support services will be offered to those affected.

- **8. Monitoring and Review**

- Progress on inclusion goals will be reviewed annually.
- Feedback will be sought from staff, participants, and community stakeholders.
- This policy will be updated as required to reflect best practice and legislative changes.

8. Related Policies and Documents

- Code of Conduct
- Equal Opportunity Policy
- Anti-Discrimination and Harassment Policy
- Accessibility Guidelines

9. Approval and Review

- Approved by: _____
- Date: _____
- Review Date: _____