



ANTI-DISCRIMINATION POLICY

Policy Statement

Staines Memorial College is an independent Christian College. The College is committed to providing an environment that is safe and respectful for its staff and students. Each member is part of a community; a community committed to preparing staff and students for an Eternity with God. As God teaches in His word (1 Corinthians), the whole is made up of parts each with a specific value and contribution to make. All staff are expected to be committed to live a life consistent with the Word of God.

We believe all staff and students have the right to work in an environment free of discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism, withdrawals and resignations.

Any reports of discrimination will be treated seriously and investigated promptly, confidentially and impartially.

The College will provide training for all employees and volunteers in both their rights and responsibilities and the College policies and procedures relevant to discrimination issues.

Definitions

Discrimination occurs when someone is treated unfavourably, or prejudicially.

Subject to the specific exemptions detailed in State and Federal Anti-Discrimination Laws, discrimination on the following grounds is against the law:

sex	marital status
pregnancy	parental status
age	race
impairment	political belief or activity
trade union activity	social origin
breast-feeding	lawful sexual activity
association with, or in relation to, a person identified based on any of the above attributes	

Who must comply with the policy?

- Employees
- Volunteers
- Parents/Carers
- Students
- People visiting the school site

Scope of the policy

This policy applies to: enrolment of all students; employment; enrolment of students with disabilities; and bullying and harassment.

Policy in practice

Staines Memorial College

"Building a Community for Eternity"

PO Box 4102, Springfield 4300 OR info@staines.qld.edu.au



If you feel you have been discriminated against you should contact one of the following designated anti-discrimination officers in the College who have been nominated to give advice and/or investigate complaints: a Head of School, Vice Principal, or Principal.

You are likely to be asked to put your complaint in writing. The Officer will carefully investigate your complaint and will report to you within 14 days on the results of his/her investigation.

If you are not satisfied with the manner in which your complaint has been dealt with then you have recourse to the Anti-Discrimination Appeals Officer, Chairman of the Staines Memorial College Board.

False and/or malicious complaints may lead to legal action being taken against the complainant.

Policy as it applies to Employment

Job descriptions

Staines Memorial College keeps a handbook that clearly states the duties for all categories of employees in the College. This includes the position responsibilities and to whom the person is responsible.

Selection Criteria for appointment and promotion

The qualities sought in an employee for a specific position are reflected in all job descriptions and refer to (at least) qualifications, skills, abilities, knowledge and experience. Once an employee is engaged then the same criteria apply in relation to promotion.

Interviews

The position selection criteria form the basis upon which questions are asked during interviews.

Relevant exemptions

In relation to employment, the Act provides an exemption in the following areas

- where there is a genuine occupational qualification required;
- in educational institutions with a religious purpose;
- where job capacity is restricted by impairment and special terms are imposed;
- where special services or facilities are required by people with disabilities that would impose unjustifiable hardship on the school; or
- where special circumstances or impairment would cause unjustifiable hardship.

Some exemptions are absolute, some are not.

Policy as it applies to Enrolment

Prospective students

The College does not discriminate in:

- failing to accept a person's application for admission as a student;
- the way in which a person's application is processed;
- the arrangements made for, or the criteria used in, deciding who should be offered admission as a student; or
- the terms on which a person is admitted as a student.

Current students

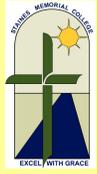
The College does not discriminate:

- in any variation of the terms of a student's enrolment;

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- by denying or limiting access to any benefit arising from the enrolment that is supplied by the College; or
- by treating a student unfavourably in any way in connection with the student's training or instruction.

Relevant exemptions

The Act provides an exemption in the following areas:

- in relation to sex or religion if a school operates wholly or mainly for students of a particular sex or religion;
- where selection criteria for an educational program are based on a minimum qualifying age;
- in relation to impairment where people with disabilities require special services or facilities that would impose unjustifiable hardship on the College.

Some exemptions are absolute, some are not.

Enrolling Students with disabilities

When there are available places and a student with a disability seeks admission, particular care is taken to ensure that the application is properly considered.

In considering the application the following procedures are followed:

1. The application is discussed with the parents or caregivers and the student (depending on the age of the student).
2. Detailed notes are kept of this meeting and of all subsequent conversations and meetings.
3. The Principal or Enrolments Officer (including the registrar and special needs staff) speaking with the parents or caregivers will advise them in an open, honest and straightforward manner of the services and facilities available within the College and an inspection of the College's facilities will be offered at the earliest opportunity.
4. The parent's views on the additional services and facilities that the student needs will be obtained, with verification of this information sought where necessary.
5. Where necessary, the student seeking enrolment will be observed in his/her present setting and the teachers at the school presently attended will be consulted to ascertain the assistance the student is currently receiving. Advice will be sought about the services and facilities that may be required in the future.
6. The Learning Support teacher, and a child psychologist if appropriate, will be involved at an early stage of the process. Formal assessment of the student may be conducted.
7. Any additional services and facilities that may be required will be quantified and costed.
8. It may be necessary to engage an Occupational Therapist, building consultant or architect to obtain detailed costing of modifications that may be needed.
9. It may be appropriate to obtain reports from any Medical Practitioners or other professionals involved in treating or assisting the student.
10. Enquiries will be made to determine if additional funding might be available from the Commonwealth or State Governments. This additional funding may be in the nature of recurrent or capital funding.

If the student requires additional services and facilities because of the disability and the provision of these services and facilities by the school would cause unjustifiable hardship, the enrolment may be refused by the Principal on that basis. Before this step is taken, the family seeking enrolment will be given advice about the school's preliminary view and offered the opportunity to comment.

Related Policies: Enrichment Policy; Responsible Behaviour Management Plan