

ST EUPHEMIA COLLEGE

K-12



ANTI DISCRIMINATION PROCEDURES

2014

Anti Discrimination Procedures

Procedures

Discrimination Experienced by Students

- If a student believes he/she has experienced discrimination or has witnessed a case of discrimination, the student should promptly report the incidence to the class teacher, Year Coordinator, School Counsellor or Director.
- A written incident report should be completed and passed on to the Year Coordinator (HS) or Director (PS). Confidentiality must be maintained in this process.
- The student will be interviewed by the Year Coordinator (HS) or Director (PS) to ascertain details of the incident. All students involved will be interviewed.
- Each case will be assessed regarding its severity and appropriate action shall be taken.
- The incident will be entered into the demerit system and the report filed into the relevant students' file.
- Counselling and support will be arranged for all the students involved.
- Parental contact will be made by the Year Coordinator or Director regarding each incident.
- Where the matter is severe, the Principal will be consulted.
- Where a staff member has witnessed an incidence of discrimination, he/she will complete an Incident Report and refer the matter to the Year Coordinator or Director who will investigate the incident.

Discrimination Experienced by Staff

- Where a staff member believes he/she has experienced discrimination, the procedures for *Complaints Handling* should be followed.

Guidelines for implementation

St Euphemia College will provide information and training for all staff on their rights and obligations and policies and procedures relevant to discrimination issues.

Staff are expected to model and practise appropriate non-discriminatory behaviour.

The topics of discrimination, harassment, vilification and victimisation form part of the School's curriculum. Students at all levels will acquire appropriate knowledge and understanding about these issues.

Staff will be made aware of the legislative requirements relating to discrimination.