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WERRIBEE SECONDARY COLLEGE

# INCLUSION & DIVERSITY POLICY

<b>Date</b>	November 2024	<b>Review Cycle</b>	4 Years	<b>Approved By</b>	Principal
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## INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or [werribee.sc@education.vic.gov.au](mailto:werribee.sc@education.vic.gov.au) so interpreters may be arranged via VITS or local services.



## PURPOSE

The purpose of this policy is to explain Werribee Secondary College’s commitment to making sure every member of our school community, regardless of their background or personal attributes, is treated with respect and dignity. This policy should be read alongside the following Department of Education and Training policies:

- [Equal Opportunity and Human Rights - Students](#)
- For staff, the [Respectful Workplaces](#) policies (including [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#)) as these whole of Department policies apply to all staff at Werribee Secondary College.

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## COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

### ***We respect and are responsible for our:***

#### ***Learning***

*I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.*

#### ***Identity***

*I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.*

#### ***Community***

*I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.*

## POLICY

### *Definitions*

*Personal attribute:* a personal characteristic that is protected by State or Commonwealth anti-discrimination legislation. These include: race, disability, sex, sexual orientation, gender identity, religious belief or activity, political belief or activity, age, intersex status, physical features, pregnancy, carer and parental status, breastfeeding, marital or relationship status, lawful sexual activity, employment activity, industrial activity, expunged homosexual conviction or personal association with anyone who is identified with reference to any protected attribute.

*Direct discrimination:* unfavourable treatment because of a person's protected attribute.

*Indirect discrimination:* imposing an unreasonable requirement, condition or practice that disadvantages a person or group of people with a protected attribute.

*Sexual harassment:* unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated. It may be physical, verbal, visual or written.

*Disability harassment:* an action taken in relation to the person's disability that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the person.

*Vilification:* conduct that incites hatred towards or revulsion or severe ridicule of a person or group of people on the basis of their race or religion.

*Victimisation:* subjecting a person or threatening to subject them to detrimental treatment because they (or their associate) has made an allegation of discrimination or harassment on the basis of a protected attribute (or asserted their rights under relevant policies or law).

### *Inclusion and diversity*

Werribee Secondary College strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

Werribee Secondary College is the longest established secondary school in Wyndham. Established in 1956 as a co-educational high school it has a current enrolment of 1600 students representing approximately sixty nationalities and sixty languages. Our vision and mission is to be a leader in international education in the Victorian State education system. We are a highly regarded school in the Wyndham Education District and have formal accreditation as an International High School under the auspices of the Council of International Schools. We are also the first Victorian State Secondary College to deliver the IB Diploma.

Werribee Secondary College is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

Werribee Secondary College acknowledges and celebrates the diversity of backgrounds and experiences in our school community and we will not tolerate behaviours, language or practices that label, stereotype or demean others. At Werribee Secondary College we value the human rights of every student and we take our obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

Werribee Secondary College will:

- Actively nurture and promote a culture where everyone is treated with respect and dignity
- ensure that students are not discriminated against (directly or indirectly) and where necessary, are reasonably accommodated to participate in their education and school activities on the same basis as their peers
- acknowledge and respond to the diverse needs, identities and strengths of all students
- encourage empathy and fairness towards others
- challenge stereotypes that promote prejudicial and biased behaviours and practices
- contribute to positive learning, engagement and wellbeing outcomes for students
- respond to complaints and allegations appropriately and ensure that students are not victimised.

Werribee Secondary College has a broad team of staff to support our students with Inclusion needs. A tiered approach to supporting students is implemented ensuring that students' needs are best met. Staff across all levels are upskilled to ensure that they have an understanding of the individual needs of students they may interact with.

The college has a number of personnel, strategies and processes in place to monitor and support students who may be at risk of not achieving their chosen endeavours. These include:

- The Student wellbeing team, which provides counselling, external referrals, coordination of meetings with parents, case management, advocacy, peer or student / teacher mediation and risk assessments.
- Sub-school teams consisting of a Junior, Middle and Senior school, each with an assistant Principal, a Director, two-year level coordinators and an administration assistant
- Inclusion, Intervention and Engagement Learning Specialist
- RESP refugee support programs and professional development
- Koori Education Support officer and VAACA Integrated Family Services
- Student intervention programs (MYLNS, Literacy/Numeracy intervention, Spalding)
- Careers department and alternative pathways counselling

Bullying, unlawful discrimination, harassment, vilification and other forms of inappropriate behaviour targeting individuals or groups because of their personal attributes will not be tolerated at Werribee Secondary College. We will take appropriate measures, consistent with our Student Wellbeing and Engagement and Bullying policies (available on our website at [werribeesc.vic.edu.au](http://werribeesc.vic.edu.au)) to respond to students who demonstrate these behaviours at our school.

Students who may have experienced or witnessed this type of behaviour are encouraged to speak up and to let their teachers, parents or carers know about those behaviours to ensure that inappropriate behaviour can be addressed.

### ***Reasonable adjustments for inclusion students***

Werribee Secondary College also understands that it has a legal obligation to make reasonable adjustments to accommodate students with inclusion needs. A reasonable adjustment is a measure or action taken to assist students with inclusion needs to participate in their education on the same basis as their peers. Reasonable adjustments will be made for students with inclusion needs in consultation with the student, their parents or carers, their teachers and if appropriate, their treating practitioners. Our school may consult through Student Support Group processes and in other less formal ways. For more information about support available for students with disabilities, and communicating with us in relation to a student's disability, please refer to our school's Student Wellbeing and Engagement policy (available on our website at [werribeesc.vic.edu.au](http://werribeesc.vic.edu.au)) or contact the school's Inclusion, Intervention and Engagement Learning Specialist for further information.







## Disability Inclusion Profile

The Disability Inclusion Profile document and surrounding process helps schools and families identify the strengths, functional needs, and educational adjustments schools make to assist students with disability and additional learning needs.

The Disability Inclusion Profile (the profile) uses a strength and functional needs-based approach that is designed to:

- highlight the student’s strengths, aspirations and goals
- help schools and families identify functional needs and adjustments for students with disability
- inform individual education plans (IEPs), student learning goals, and school-wide planning
- determine Disability Inclusion tier 3 student-level funding allocations to support schools to deliver adjustments for individual students with complex and high needs.

Werribee Secondary College uses following process to complete a Disability Inclusion Profile:

 <h2 style="display: inline;">Disability Inclusion Profile (DIP) Process</h2>		
DIP Referral	<ul style="list-style-type: none"> <li>- Check for existing interventions/diagnoses applicable to the student</li> <li>- Review/create Individual Education Plan (IEP)</li> <li>- Check history of SSG meetings with parent involvement</li> <li>- Evidence of adjustments already in place</li> </ul>	
Preliminary Steps	<ul style="list-style-type: none"> <li>- Obtain parental consent for DIP and SSS</li> <li>- Complete student voice tool</li> <li>- Complete IEP/Vineland assessment. Refer to Assessments Australia (AA) as needed</li> <li>- Upload required documentation to Disability Inclusion Facilitator Service (DIFS) Portal</li> <li>- Meet with teachers to discuss documentation of evidence requirements</li> </ul>	
Implementation	<ul style="list-style-type: none"> <li>- Gather 10 weeks of evidence of adjustments</li> <li>- Apply specialist recommendations</li> <li>- Implementation strategies from IEP</li> </ul>	
DIP Preparation	<ul style="list-style-type: none"> <li>- Gather evidence from other sources as needed (wellbeing, sub schools, parent)</li> <li>- Upload evidence to DIFS Portal</li> <li>- Liaise with Region support staff as needed</li> <li>- Arrange for all necessary attendees at Profile meeting</li> </ul>	
DIP Meeting	<ul style="list-style-type: none"> <li>- DIFS conduct Profile meeting and discuss each of the domains within the Domain Table</li> <li>- Evidence is shared for each domain by appropriate staff member present</li> <li>- 21 days to provide if additional evidence is required</li> </ul>	

## RELATED POLICIES AND RESOURCES

Visit [werribeesc.vic.edu.au](http://werribeesc.vic.edu.au) to view a complete list of Werribee Secondary College policies.

For staff, please see the Department’s [Equal Opportunity and Anti-Discrimination Policy](#), [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#) which apply to all staff working at our school.

Other relevant Department policies and resources on the Department’s Policy and Advisory Library are:

- [Equal Opportunity and Human Rights - Students](#)
- [Students with Disability: Policy](#)
- [Schools - diversity and equity guidance](#)
- [Koorie Education](#)
- [Teaching Aboriginal and Torres Strait Islander Culture](#)
- [Safe Schools Victoria](#)