



## **Policy and Procedures Inclusion, Cultural Competence & Equity**

### **PURPOSE**

This policy will provide guidelines to:

- ensure all adults and children at Acacia are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability, additional needs, family structure or lifestyle
- promote inclusive practices and ensure the successful participation of all children at Acacia create a positive mental health and wellbeing environment for children, educators, staff and families at Acacia.

### **POLICY STATEMENT**

#### **Values**

##### **C- Compassion:**

We will understand and show respect to all participants that attend and belong to Acacia., We will promote children's sense of belonging and connectedness

##### **H- Honor:**

We have a responsibility to honor the first people of the land and all families who attend and visit our centre. We welcome children and families to share aspects of their culture and spiritual lives.

##### **I - Integrity:**

We model behaviours that are reflective of inclusive practices. We encourage high expectations in all our interactions with children and our peers that promote agency and capability. We are respectful in our interactions.

##### **L- Learning:**

We understand that children, families and educators come with prior knowledge that we aim to strive to work together to extend the knowledge and development in a variety of ways. We view each child as an individual and a capable learner. We understand learning take place in diverse ways and we can advocate this learning journey in our daily practices.

##### **D- Diversity:**

We will support families/children's social, cultural and linguistic diversity in our curriculum decision-making processes. Children's experiences are recognised and valued. The aim is ensure that all children have equitable access to resources and participation, and opportunities to demonstrate their learning and to value difference. We strive to celebrate each families/child uniqueness and differences.

Acacia is committed to:

- acknowledging and respecting the rights of all children to be provided with and participate in a quality early childhood education and care program



- creating an environment that supports, reflects and promotes equitable and inclusive behaviours and practices
- creating a sense of belonging for all children, families and staff, where diverse identities, backgrounds, experiences, skills and interests are respected, valued and given opportunities to be expressed/developed
- ensuring that programs are reflective of, and responsive to, the values and cultural beliefs of families using the service, and of those within the local community and broader society
- working to ensure children are not discriminated against on the basis of background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, health status, level of ability or additional needs, family structure or lifestyle.
- considering the mental health and wellbeing needs of all children, families and staff.

## SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Acacia.

## BACKGROUND AND LEGISLATION

### Background

Acacia is a , not-for-profit, community-based organisation. We ensures that all centres are financially viable and acknowledging qualifications, skills and dedication of educator/staff.

All children are welcome at Acacia.

Acacia also believes that including children with additional needs will benefit the other children at the centre by promoting an understanding and tolerance of children with additional needs. Educators at the centre actively promote understanding and tolerance in peer contact, child to child relationships and wider community relationships.

The National Quality Framework (NQF) recognises all children's capacity and right to succeed regardless of diverse circumstances, cultural background and abilities. Education and care services must hold high expectations for the learning and development of all children, and at the same time recognise that every child follows an individual learning path and will progress in different and equally meaningful ways. Inclusion involves taking into account children's social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances and geographic location) in curriculum decision-making processes. Early childhood education and care services must implement responsive, equitable, individualised opportunities and additional support whenever barriers are identified.

The NQF is underpinned by a commitment to 'Closing the Gap' and acknowledges Australia is a nation of great diversity, and an ancient land that has been cared for by Indigenous Australians for many thousands of years. Education and care services have a shared responsibility to support children, families, colleagues and the local community to understand, respect and value diversity.

State and Commonwealth laws prohibit discrimination based on personal characteristics, including race, age, gender, religious belief, disability or illness and parental status.

Under the Child Safe Standards, services are expected to provide environments and activities that encourage all children to participate in and celebrate their identity. The standards are underpinned by three overarching principles which require services to take into consideration the increased vulnerability of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with disabilities.



The Victorian Government requires funded organisations to ensure that their policies and procedures promote equality of opportunity for all children to enable their full participation in kindergarten. A service's philosophy should reflect the values of inclusion and equity which are supported by developing and implementing an inclusion and equity policy. Developing professional knowledge and skills, and using family-centred practice (refer to *Definitions*) to work in partnership with children, families, communities, and other services and agencies, will assist services to identify, include and support children with additional needs and their families.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Age Discrimination Act 2004*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- Charter for Children in Out-of-home Care (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- Child Safe Standards (Vic)
- Dardee Boorai: the Victorian Charter of Safety and Wellbeing for Aboriginal Children and Young People (Vic)
- *Disability Act 2006* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Health Records Act 2001* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *National Quality Standards Quality Areas 1-7*
- *Occupational Health and Safety Act 2004*
- *Privacy Act 1988* (Cth)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Racial Discrimination Act 1975* (Cth)
- *Sex Discrimination Act 1984* (Cth)

## 1. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Additional needs:** A broad term relating to challenges experienced across a number of areas including physical health, mental health, disability, developmental concern, or emotional need (resulting from trauma, abuse or grief), family displacement (due to war or refugee status), domestic violence, mental illness, family separation or divorce, which affects a person's ability to participate or learn.



**Culture:** The values and traditions of groups of people that are passed from one generation to another.

**Culturally and linguistically diverse (CALD):** Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.

**Developmental delay:** A delay in the development of a child under the age of 6 years that:

- a) is attributable to a mental or physical impairment, or a combination of mental and physical impairments, and
- b) is manifested before the child attains the age of 6 years, and
- c) results in substantial functional limitations in one or more of the following areas of major life activity:
  - i) self-care
  - ii) receptive and expressive language
  - iii) cognitive development
  - iv) motor development, and
- d) reflects the child's need for a combination and sequence of special interdisciplinary or generic care, treatment or other services that are of extended duration and are individually planned and co-ordinated (*Disability Act 2006 (Vic)*).

**Disability:** In relation to a person, refers to:

- a sensory, physical or neurological impairment or acquired brain injury, or any combination thereof, that:
  - i) is, or is likely to be, permanent, and
  - ii) causes a substantially reduced capacity in at least one of the areas of self-care, self-management, mobility or communication, and
  - iii) requires significant ongoing or long-term episodic support, and
  - iv) is not related to ageing, or
- an intellectual disability, or
- a developmental delay (*Disability Act 2006 (Vic)*).

**Diversity:** Refers to all characteristics that make individuals different from one another, including race, religion, language, ethnicity, beliefs, age, gender, sexual orientation, level of ability, additional needs, socioeconomic status, educational attainment, personality, marital and/or parental status, family structure, lifestyle and general life/work experience.

**Early Start Kindergarten:** A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to attend a free kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours.

**Equity:** (In the context of human rights) is the behaviour of acting in a fair and just manner towards others.

**Family-centred practice:** Practice which:

- uses families' understanding of their children to support shared decision-making about each child's learning and development
- creates a welcoming and culturally-inclusive environment, where all families are encouraged to participate in and contribute to children's learning and development
- actively engages families and children in planning children's learning and development



- provides feedback to families on each child's learning, and provide information about how families can further advance children's learning and development at home and in the community.

**Inclusion:** The engagement and involvement of children and families to ensure that all individuals have an equal opportunity to participate and achieve their maximum potential.

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program or funded three-year-old place at no cost (or minimal cost) to promote participation. Details are available in *The Kindergarten Guide* (refer to *Sources*).

**Kindergarten Inclusion Support Packages:** A package of support for children with a disability and high support needs and/or with complex medical needs.

**Mental health** in early childhood can be understood as a young child's ability to experience, regulate and express emotions; form close and secure interpersonal relationships; and explore the environment and learn – all in the context of family, community and cultural expectations for young children. Infant mental health is synonymous with healthy social and emotional development (from *Be You* – refer to *Sources*).

**Out-of-Home Care:** Is the term used in Victoria when a child or young person is placed in care away from their parents. It includes placement in kinship care, home-based care such as foster care and residential care. For these children, the State of Victoria is their legal their parent, and with this comes the responsibilities of a parent to care for and protect them, and to ensure that they have access to all the services they need for their immediate and longer term benefit (*Early Childhood Agreement on Out-of-Home Care* – refer to *Sources*).



## PROCEDURES

### **The Approved Provider and Persons with Management or Control are responsible for:**

- ensuring that service programs are available and accessible to families from a variety of backgrounds
- encouraging collaborative, family-centred practice (refer to *Definitions*) at the service which facilitates the inclusion and active participation of both the child and the family at the service
- providing families with information about the support options available for children attending Acacia
- ensuring that educational programs are delivered in accordance with an approved learning framework, are based on the developmental needs, interests and experiences of each child, and take into account the individual differences of each child
- ensuring that the enrolment process is fair and equitable, and facilitates access for all children
- tailoring the orientation process to meet the individual needs of children and families
- identifying the barriers to participation in service programs and activities, and developing strategies to overcome these barriers
- ensuring that facilities are designed or adapted to support access by every child, family, educator and staff member, including adaptive equipment to support the inclusion of all children
- ensuring that staff have access to appropriate and accredited professional development activities that promote a positive understanding of diversity, inclusion and equity, and mental health and wellbeing, and provide skills to assist in implementing this policy
- ensuring that the Nominated Supervisor and all staff are aware of the service's expectations regarding positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- considering any issues regarding fees that may be a barrier to families enrolling and direct to supports available via DESE.
- ensuring that all eligible families are supported to access the Kindergarten Fee Subsidy (refer to *Definitions* and *Fees Policy*), including families with concession cards, Aboriginal and Torres Strait Islander families, and refugee and asylum seeker families if applicable (sessional Kinder only)
- providing service information in various home languages wherever possible
- using language services (refer to *Sources*) to assist with communication where required and considering the employment of a multilingual worker/s to meet the needs of culturally and linguistically diverse (CALD) families
- working with the Nominated Supervisor and educators to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)
- where practicable, accessing resources, support and professional development to facilitate inclusion of children with additional needs who are ineligible for specific support packages
- ensuring collaborative relationships with specialised services and professionals to provide support and services for families and children with a disability, complex medical needs and/or developmental delay
- providing opportunities for ongoing professional development that focuses on current theory and practice in cross-cultural anti-bias programs.
- ensuring that appropriate support, advice and resources are provided to staff in order to meet the needs of all families.



- ensuring that all eligible three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are supported to access the Early Start Kindergarten program (refer to *Definitions*)
- implementing appropriate programs and practices to support vulnerable children and families, including working co-operatively with relevant services and/or professionals, where required (
- ensuring that service programs are inclusive of all children with medical conditions
- ensuring that no employee, prospective employee, parent/guardian, child, volunteer or student at the service is discriminated against
- ensuring that any behaviour or circumstances that may constitute discrimination or prejudice are dealt with in an appropriate manner (refer to *Complaints and Grievances Policy*)
- ensuring there are clear referral options and pathways for children, staff, educators and families to access support services for mental health and wellbeing
- ensuring that educators and staff are supported to learn about and care for their own mental health and wellbeing
- ensuring that mental health and wellbeing information and policy requirements are included in educator and staff orientation/induction
- ensuring that leadership practices and on-the-ground support enable a work environment that minimises stress and promotes mental health and wellbeing for educators and staff
- ensuring that all policies of Acacia, including the *Privacy and Confidentiality Policy*, are adhered to at all times.

**The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- ensuring that the service provides a safe, inclusive and empowering environment which celebrates diversity through positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- ensuring the diversity and interests of the children, families, educators and staff are reflected in the physical environment
- ensuring there are quiet and reflective spaces for children, educators and families
- ensuring that cultural values and expectations about health and wellbeing are respected
- providing an educational program that is reflective of the service's values, beliefs and philosophy, and embraces the principles of fairness, equity, diversity and inclusion (*Victorian Early Years Learning and Development Framework Practice Guide Four: Equity and Diversity – refer to Sources*)
- identifying children with additional needs
- being aware of support and resources available to ensure that children are included in service programs
- ensuring that service programs are inclusive of all children with medical conditions
- using family-centred practice (refer to *Definitions*) and working collaboratively with staff, parents/guardians, specialist services and other professionals to implement the program at the service and provide individualised support for children
- providing information to families about the support available to assist children
- providing opportunities for families to contribute to the program as key partners
- ensuring that parents/guardians are consulted, kept informed and provide written consent, where individualised programs, action, support or intervention are planned and provided for their child



- responding to the needs and concerns of parents/guardians, and providing support and guidance, where appropriate
- working with educators to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)
- providing support and guidance to educators/staff
- organising appropriate resources and accredited professional development for educators to enable all children to be included at the service, and to understand when and how to refer children to additional support
- developing links with other services and/or professionals to support mental health and wellbeing, children with additional needs and have referral pathways in place
- ensuring that the program provides opportunities for all children to participate and interact with one another
- using language services (refer to *Sources*) to assist with communication, where required
- ensuring that individualised programs incorporate opportunities for regular review and evaluation, in consultation with all people involved in the child's education and care
- providing information to families about local parenting and family services, mental health and wellbeing and other resources that are available to support the health and wellbeing of children and families
- developing partnerships with other education and care settings and schools to enable children to move successfully from one setting to another
- notifying the Approved Provider of any behaviour or circumstances that may constitute discrimination, bullying, harassment or prejudice
- ensuring that no employee, prospective employee, parent/guardian, child, volunteer or student at the service is discriminated against
- ensuring that any behaviour or circumstances that may constitute discrimination or prejudice are dealt with in an appropriate manner (refer to *Complaints and Grievances Policy*)
- ensuring that all policies of Acacia, including the *Privacy and Confidentiality Policy*, are adhered to at all times.

**Educators and all other staff are responsible for:**

- supporting the participation and inclusion of all children in the program at the service
- being aware of the service's expectations regarding positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- using family-centred practice (refer to *Definitions*) and working collaboratively with other staff, parents/guardians, specialist services and professionals to implement the program at the service and provide individualised support for children, where required
- Educators will work in partnerships with families and professional services to identify areas where focused support or intervention is required to improve each child's learning and development.
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- delivering an educational program that is reflective of the service's values, beliefs and philosophy, and embraces the principles of fairness, equity, diversity and inclusion (*Victorian Early Years Learning and Development Framework Practice Guide Four: Equity and Diversity* – refer to *Sources*)

Acacia children's educational program and resources:





- Acknowledge that children bring specific knowledge, skills, values, attitudes and language from past experiences within their diverse cultural background.
- Supports the child's self-esteem and pride in their family, community, and linguistic heritage.
- Provides developmentally appropriate experiences across different curriculum areas to reflect the diversity of cultures in the local community and the wider Australian society.
- Be culturally sensitive towards Aboriginal and Torres Strait Islander perspectives and promotes an understanding of their unique position in Australian society as the first Australians.
- Enables all children to develop a sense of empowerment, autonomy, agency, identity, belonging, and well-being.
- Incorporates children's interests and learning styles, which foster the link between the home and centre environment.
- Guide children in developing skills that are necessary for children in developing in all core areas through an educational approach to learning that uses Science, Technology Engineering, the Arts, and Mathematics as an excess point for guiding children inquiry dialog and critical thinking.
- Provides opportunities for all adults and children to develop a sense of equity and appreciate differences and similarities among people.
- Provides appropriate opportunities for families to be involved in the curriculum process including the:
  - sharing of their culture with others
  - sharing of their expectations of the service
  - provision of feedback and evaluation
  - dialog with families about their child's development and child rearing practices
- Utilises and appreciate the linguistic and cultural skills of staff and families.
- embedding social and emotional learning in the service program and practice, and teaching children to care for their own mental health
- providing a range of opportunities in the outdoor and indoor spaces and the natural environment, for all children to engage in physical, explorative and creative experiences
- Indoor/outdoor areas are arranged so that all children can move freely and make choices. We modify our learning experiences to meet the needs of each individual child.
- encouraging and supporting other educators, staff and families as role models to demonstrate positive and respectful relationships, and positive mental health and wellbeing
- undertaking appropriate, accredited professional development to support the inclusion of all children at the service
- using language services to assist with communication, where required
- understanding and respecting different cultural child-rearing and social practices
- working with the Approved Provider and Nominated Supervisor to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)
- meeting any specialised medical and nutritional needs of children on a day-to-day basis (refer to *Dealing with Medical Conditions Policy* and *Nutrition and Active Play Policy*)
- providing information to families about the support available to assist children
- discussing any concerns regarding individual children with the Nominated Supervisor or Approved Provider, and parents/guardians
- reviewing and evaluating individualised support programs in consultation with all people involved in the child's education and care
- Educators critically reflect about opportunities and dilemmas that can arise from diversity and



take action to address unfairness.

- Educator monitor children's play and learning to prevent the development of inequity in children's relationships. They actively encourage all children to show empathy and self-confidence.
- Educators support children to develop self worth, identity and a connection to their own culture.
- Educators support children to develop sense of community whilst being culturally sensitive to indigenous and non-indigenous families
- critically reflecting on practice to ensure that interactions and programs embrace an approach in which children and families feel valued and respected, and that their contributions are welcomed
- notifying the Nominated Supervisor or Approved Provider of any behaviour or circumstances that may constitute discrimination or prejudice
- adhering to the policies of Acacia, including the *Privacy and Confidentiality Policy*, at all times.

**Parents/guardians are responsible for:**

- adhering to the policies of Acacia, including the *Inclusion and Equity Policy*, *Code of Conduct* and the *Privacy and Confidentiality Policy*, at all times
- communicating with the service to ensure awareness of their child's specific needs
- raising any issues or concerns regarding their child's participation in the program
- responding to requests from educators for written permission to arrange for an assessment or collect reports on their child from service providers
- being involved in, keeping fully informed about, and providing written consent for any individualised intervention or support proposed/provided for their child.

**References**

Clark P

*Supporting children learning English as a second language in the early years (birth to six years)*, Victorian Curriculum and Assessment Authority, 2009

Australian Children's Education & Care Quality Authority,

- *Belonging, Being & Becoming - The Early Years Learning Framework for Australia* Commonwealth of Australia 2009
- *Child Care Service Handbook 2012-2013*

Department of education and training

- *Victorian Early Years Learning and Development Framework*, 2016

**BREACH OF THIS POLICY**

Any educator staff, families, volunteers found to have violated this policy may be subject to disciplinary action

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