

POLICY TITLE:	Anti-Discrimination and Anti Bullying Policy
DATE OF IMPLEMENTATION:	August 2018
DATE TO BE REVIEWED:	August 2021

1. Introduction

Montessori International College does not tolerate any form of discrimination or bullying and will respond to any Complaints alleging such. It is our desire that all those who attend work at or are in a relationship with the College enjoy a safe respectful environment free from any form of harassment or bullying.

2. Purpose of the Policy

The Montessori International College is implementing this policy to ensure that students and staff and others in relationship with the College are aware of their rights to be treated with equity and fairness, and in an environment free from discrimination, bullying and vilification.

3. Scope

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site; and to: the enrolment process; the employment of staff process. It covers workplace bullying, sexual harassment and vilification. It is to be read with:

- The College Anti-Bullying Policy specific to students;
- The Student Protection Policy;
- The Formal Complaints Policy; and
- The Contract of Enrolment and Employment.

4. Responsibility

Principal

5. Point of Contact

Assistant Principal

6. Definitions

“Discrimination is treatment or consideration of, or making a distinction in favour of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.”

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

sex	trade union activity
pregnancy	breast-feeding
age	race
impairment	religion
political belief or activity	lawful sexual activity
social origin	

Association with, or in relation to, a person being identified based on any of the following attributes:

marital status	religion
parental status	lawful sexual activity
race	social origin

Bullying occurs when:

- a person or group of people repeatedly act unreasonably towards another person or a group of persons
- the behaviour creates a risk to health and safety.
- Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Whether or not the bullying conduct was/is intentional is irrelevant.

Examples of bullying include:

- behaving aggressively;
- teasing or practical jokes;

- pressuring someone to behave inappropriately;
- excluding someone from work-related events; or
- unreasonable work demands.

Sexual Harassment shares the same definition as bullying but can be a one-off offence.

7. Policy

Montessori International College is an equal opportunity organisation, which is committed to providing an environment that is safe for its staff and students.

The Policy of the school is to treat all staff and students with equal respect, in an environment free of discrimination and harassment. The College does not tolerate any form of discrimination and will respond to any Complaints alleging such.

The College will follow the principles detailed in the College Formal Complaints Policy.

8. School Responsibilities

a) The College will:

- Treat seriously and respond promptly any reports of discrimination/bullying
- Investigate all formal Complaints impartially and, as far as is possible, confidentially and,
- Provide training for all employees and volunteers in both their rights and obligations and the College/School policies and procedures relevant to discrimination issues;
- Ensure that students are aware of their right to equitable treatment;
- Ensure that people/students who make complaints, or witness an instance of discrimination, are not victimised in any way;
- Guarantee that no employee will be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

b) *If you feel that you have been discriminated against you are encouraged to contact one of the following designated anti-discrimination officers in the College/School to give advice and/or investigate complaints:*

- *Assistant Principal to the Early Years*

- *Assistant Principal to the Adolescent Community*
- *Assistant Principal to the Senior Phase*

An “appointed person” will be delegated to investigate the Complaint (please see the Formal Complaints Policy).

You will be asked to put your complaint in writing to enable you to provide clear details of your allegations i.e. when, where, who, what.

9. Complaints

All Formal Complaints will be investigated in a timely manner and managed in accordance with the principles of Natural Justice and Confidentiality.

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

With regard to staff, disciplinary action may be taken against anyone who discriminates against a co-worker and may involve a formal warning, counselling, demotion or dismissal, depending on the circumstances.

Parents of students involved in bullying will be informed promptly. Students are expected to show respect to their peers and to staff and disciplinary action as per the schools Behaviour Management or Anti-Bullying Policies may be taken against a student who discriminates or harasses others.

10. Employment

a) Job Descriptions

Montessori International College’s employment process is transparent and non-discriminatory. Each employee is provided with a detailed position description. This includes the position responsibilities and to whom the person is responsible.

b) Selection Criteria

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

Interviews

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

c) Privacy

As per the exemption (to privacy) present in the Privacy Act in respect of Employment History, references will be contacted for information on an applicant's employment with them.

In relation to employment, the Act provides an exemption in the following areas applicable to Montessori International College:

- where there is a genuine occupational qualification required; and
- where job capacity is restricted by impairment and special terms are imposed.

11. Enrolment

The College does not discriminate in its Enrolment Policy. The same Enrolment Policy and Process applies to all applicants, including students with disabilities. However, this statement needs to be read in conjunction with the Enrolment Policy and Disabilities Policy, where the principle of unjustifiable hardship is detailed.

12. Review

This Policy will be reviewed as necessitated by Legislation.

Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Independent Schools Queensland or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.