



Miller Avenue School

“Creating brighter futures together”

MAS Valuing Diversity Equal Employment Opportunity Procedure

1. The Board will plan for ways to consolidate or strengthen processes that foster inclusion or the valuing of diversity in the school, and may make this a strategic priority in its charter.
2. The Board will keep a summary profile of current staff and will use this, where appropriate, to help inform any appointment process and support required. This will include an outline of experience, strengths, gender, ethnicity, disabilities of current staff and the levels of responsibility they hold. The same information will be collected from applicants and reported to the Board, so we primarily get a sense of who is (and is not) applying for jobs at our school.
 - Note -all information collected, stored and used must be in line with the Privacy Act. i.e. used only for the purposes it was collected, held in a secure manner, collected directly from the person and made available to the individual if requested.
3. A range of approaches will be used to monitor the effectiveness of this policy/procedure. Information may come from:
 - Climate/attitude surveys. At least every three years, when renewing the school charter in its entirety, a full community survey will be undertaken which seeks information about the school culture, and its inclusiveness.
 - Staff ‘exit’ survey.
 - Personnel report, following any appointment procedure.
 - Any concern/complaint.
 - Performance Appraisal information.
 - Impressions from school website, newsletters, word of mouth etc
 - ERO reports or similar.
 - The above may include information on such things as: communication, decision-making, job design, opportunity for career development, selection of staff, work allocation, professional development, performance management, staff culture, family-friendly practice, staff leave, harassment, support for diverse staff, and the physical environment.
 - New staff will undergo a full induction process.
 - When carrying out an appointment process, the Principal will provide guidance to the ‘appointments committee’ over how to avoid bias.
 - Annually, the school will check that work responsibilities and opportunities are being allocated fairly, and not being unconsciously influenced by factors such as gender or ethnicity.

Related Documents:

- Collective Agreements
- Appointments Policy
- Appointments Procedure
- Equal Employment Opportunity Policy
- Concerns/Complaints Policy
- Concerns/Complaints Procedure

Relevant Legislation:

- Employment Relations Act 2000, and Holidays Act, 2003 and their 2011 Amendments
- Human Rights Act 1993
- Privacy Act 1993
- State Sector Act 1988
- Health, Safety and Employment Act 1992

Review: