

# Develop inclusive policies and systems, and procedures

A suggestion for implementing the strategy

'Design inclusive school-wide systems and processes' from the Guide: [LGBTIQA+](#)

[students](#)

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## **Includes:**

Policy protection

Review your policies

Review ENROL and SMS procedures

Design respectful forms and surveys

Design respectful transition approaches

Useful resources

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Inclusive Education

From

Guide: [Supporting LGBTIQ+ students](#)

Strategy: [Design inclusive school-wide systems and processes](#)

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Date

19 January 2019

Link

[www.inclusive.tki.org.nz/guides/supporting-lgbtqa-students/develop-inclusive-policies-and-systems-and-procedures](http://www.inclusive.tki.org.nz/guides/supporting-lgbtqa-students/develop-inclusive-policies-and-systems-and-procedures)

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## Policy protection

Inclusive policies provide a baseline for schools and security for students and whānau.

... policy based protection in schools is one of the strongest protective factors for same sex attracted, intersex and gender diverse young people.

**Hillier et al. (2010)**

Source: [Safe schools do better](#)

**Source:**

[Safe schools do better](#)

[https://www.studentwellbeinghub.edu.au/docs/default-source/safe-schools-do-better\\_2015-pdf8b2d0f0f860942ffb3dc3c40f08433b7.pdf?sfvrsn=0](https://www.studentwellbeinghub.edu.au/docs/default-source/safe-schools-do-better_2015-pdf8b2d0f0f860942ffb3dc3c40f08433b7.pdf?sfvrsn=0)

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# Review your policies

Review your school's policies and procedures to identify if they explicitly mention and are inclusive of sex, sexuality and intersex and gender diverse students, staff and families.

Students feel safer in a school with inclusive policies which include:

- ▲▲ inclusive school vision and values
- ▲▲ equitable enrollment policies
- ▲▲ anti-bullying policies
- ▲▲ gender-neutral uniform policies
- ▲▲ equitable toilet and changing area policies
- ▲▲ optional participation in sporting teams and activities
- ▲▲ discrimination-free school-wide events eg camps, balls, outside trips.

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# Review ENROL and SMS procedures

Ensure your systems are accurate.

Support students by:

- ▲▲ using “known as” name on the ENROL system
- ▲▲ acknowledging a student's identity – developing systems and protocols for inputting the correct information as expressed by the student
- ▲▲ making changes to the ENROL system and informing NZQA when a student acquires a new birth certificate with a new identity
- ▲▲ having a student’s preferred name and gender on attendance rolls, and notifying relieving teachers
- ▲▲ entering the student’s name and gender of preference in your school’s SMS
- ▲▲ updating all SMS school records when a student’s name has been legally changed.

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## Design respectful forms and surveys

When asking students, family, or whānau to fill out forms or surveys at school, consider whether you really need to collect data about their gender.

If you do, either:

- ▶▶ leave a blank space for students to write in their own gender identity, or
- ▶▶ include an “Other” option box alongside the male and female boxes.

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# Design respectful transition approaches

In partnership with students, create effective, respectful ways to share information about students between teachers and between schools.

Consider how you:

- ▲▲ maintain the privacy and confidentiality of all student information
- ▲▲ discuss with the student, parent, or whānau any considerations regarding the sharing of information (including self-disclosure)
- ▲▲ decide what information needs to be shared and with whom
- ▲▲ gain consent if student information needs to be shared
- ▲▲ ensure a student's preferred name and gender is entered correctly on school management systems and classroom rolls
- ▲▲ induct new staff, students, and families on the school's safety and wellbeing policies, programmes, and procedures.

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## Useful resources

### Leadership commitment to a safe school

Publisher: Education Services Australia

[Visit website](#)

### Guide to hosting inclusive school formals

Publisher: Education Services Australia

[Visit website](#)



### Bullying prevention and response: A guide for schools

Read time: 2 min

Publisher: Ministry of Education | Te Tāhuhu o te Mātauranga

[Download PDF \(4.6 MB\)](#)

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