MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

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

Includes:

Policy protection

Review your policies

Review ENROL and SMS procedures

Design respectful transition approaches

Create rainbow-inclusive policies and procedures

Useful resources

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
https://studentwellbeinghub.edu.au/educators/resources/safe-schools-do-better/

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-neitral uniform policies
- equitable toilet and changing area policies
- optional participation in sporting teams and activities
- discrimation-free school-wide events eg camps, balls, outside trips.

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.

Inclusive Education
From
Guide: Supporting LGBTIQA+ students
Strategy: Design inclusive school-wide systems and processes
Suggestion: Develop inclusive policies and systems, and procedures
Date
20 April 2024
Link
inclusive.tki.org.nz/guides/supporting-lgbtiqa-students/develop-inclusive-policies-and-systems-and-procedures

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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Create rainbow-inclusive policies and procedures

Source:
InsideOUT
https://www.insideout.org.nz/resources

View full image (1.5 MB)

Consider how your school policies and procedures can be made more inclusive of Rainbow students.

Useful resources

Leadership commitment to a safe school

This Australian website provides resources to support schools to develop a shared understanding and ownership of policies and procedures that support student safety and wellbeing.

Publisher: Education Services Australia

Visit website

Guide to hosting inclusive school formals

This pamphlet provides practical guidelines to help make your school event safe, inclusive, and fun for all students. Developed by Australia's Safe Schools Coalition.

Publisher: Education Services Australia

Visit website

BullyingfreeNZ

This guide supports schools to create safe and positive learning environments. It aims to help prevent bullying behaviour and provides practical advice on what to do when bullying occurs. It also includes a section on whole-school approaches.

Publisher: BullyingFree NZ

Visit website

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