



## Mitcham Community House

# Inclusive Participation Policy

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Policy number	V6	Date approved: COM mtg 17/08/16
Draft No.	Final	Scheduled review date: 17/08/18

### INTRODUCTION

Mitcham Community House provides a safe, welcoming and inclusive environment where people participate, develop skills and connect to the community.

### PURPOSE

The purpose of this policy is to outline Mitcham Community House's commitment to ensure all people in the local community can participate in the full range of classes and activities, planning and decision making and that diversity is welcome.

### DEFINITIONS

Respecting diversity means:

- Valuing and respecting people's beliefs
- Building responsive relationships
- Communicating openly and honestly to find out how best to be inclusive and respect cultural needs
- Examining our personal ideas, customs and beliefs and respecting that beliefs of one person may not be the same as another
- Acknowledging and respecting that others can hold different beliefs of equal significance

### POLICY

Mitcham Community House aims to ensure that individuals have equal opportunity to participate effectively in classes, activities and services whatever their age, gender, indigenous culture, culturally and linguistically diverse (CALD) background, ability, economic circumstance, religious or political affiliation, sexual preference or parental status and whatever their skill level.

Mitcham Community House, within operational constraints, will endeavour to remove barriers to participation to create accessible classes, activities and services that take into account geographical disadvantage, disability, financial hardship and understanding of English.

Mitcham Community House supports strong and diverse communities. The organisation aims to open up opportunities for all students by creating a learning environment that is free from

discrimination, harassment, bigotry, prejudice, racism, violence and abuse. Intolerance will be confronted, respectful practices promoted and a sense of belonging for everybody encouraged.

By providing accessible, equitable and equal opportunity classes, activities and services to the community we aim to enhance life and work opportunities for people in our local community.

Access and equity principles include:

- Equity through the fair and appropriate allocation of resources so that all groups of people can participate and benefit to the same level
- Equal opportunity without discrimination
- Access to classes and activities appropriate to individual requirements

Mitcham Community House will work in partnership with CALD and indigenous communities in a culturally appropriate manner.

## Authorisation

Signature of Committee Chairperson	
Date of approval by the Committee	



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# Inclusive Participation Procedures

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### PROCEDURES

- Where possible provide an adequate budget or seek funding to support inclusive participation costs.
- Ensure that the physical environment does not present any barriers to participation
- Negotiate with relevant organisations referring clients to the organisation where extra support is required for the individual- e.g. carer support or aids to assist with learning
- Contact interpreter services as required
- Provide all written material using accessible communication
- Where possible provide material in different languages
- Provide Committee members, staff, tutors and volunteers with training in inclusive practises.
- Place a sign acknowledging the traditional owners of the land outside at the front entrance to the House.
- Place a welcome sign in different languages outside at the front entrance to the House
- Acknowledge, respect and adhere to the cultural protocols practised by individual communities
- Develop communication strategies that are relevant to individual communities
- Base all interactions on an understanding and respect for the importance that aboriginal and Torres Strait Islander people place on relationships between people
- Ensure the rights of CALD and aboriginal and Torres Strait Islander people, as indeed all participants, to confidentiality concerning aspects of their personal and cultural affairs
- Mitcham Community House will apply the intent of this policy in its planning processes and regularly evaluate its performance in managing diversity.
- All Committee members, staff, tutors and volunteers will assess their own prejudices to ensure that all participants receive the highest standard of customer service
- The House Manager will ensure that inclusive participation principles are integrated with and underpin all aspects of the day to day running of the organisation

- Endeavour to recruit Committee members, tutors, staff and volunteers to reflect the diversity in our local community

## **RELATED DOCUMENTS**

- Code of Conduct Policy
- Complaint Handling Policy
- Disability Action Plan
- Occupational Health and Safety Policy
- Equal Opportunity Policy
- Continuous Improvement Policy