PP5.09 Inclusive and Culturally Safe Learning Environment Policy and Procedure

Policy
FireWatch Safety Results Group is committed to fostering an inclusive and culturally safe learning environment free from racism, discrimination, and any form of harassment. This includes but is not limited to addressing the needs of students from diverse backgrounds, including young people, people from culturally and linguistically diverse backgrounds, people of different genders, those from diverse socio-economic backgrounds, neurodivergent individuals, and those who identify as LGBTIQ+.

Roles and Responsibilities
The Compliance Manager is responsible for ensuring that this process is followed.

Management are to ensure the policy is communicated effectively to all staff, students, and relevant stakeholders.

Oversee the implementation and continuous review of the policy.

Allocate resources to support the implementation of inclusivity and cultural safety initiatives.

Staff and trainers must adhere to the principles of this policy in all interactions with students

Students are required to actively engage with the learning environment in a respectful and inclusive manner.

PROCEDURE

Ensure all marketing, promotional, and recruitment materials are free from discrimination and represent diverse backgrounds.

Review all materials annually and update to reflect inclusive language and images that represent First Nations, culturally and linguistically diverse, and other under-represented groups.

Promote recruitment strategies targeting under-represented groups such as people with disabilities, First Nations people, neurodivergent individuals, and people from culturally diverse backgrounds.

Partner with community organisations to reach out to prospective students from these groups.

Ensure that the enrolment process is accessible for all students, including those with disabilities or language barriers.

Provide accessible formats of enrolment forms (e.g. large print, online submission options).

Offer support for students requiring assistance during the enrolment process.

Respect and acknowledge the cultural backgrounds of all students during the enrolment process, with particular attention to First Nations people.

Ensure enrolment staff are trained in cultural competency to handle sensitive situations appropriately.

Review and revise training materials regularly to ensure they are inclusive and culturally appropriate.

Integrate cultural safety content into the curriculum, particularly for First Nations students.

Ensure that assessment materials are free from bias, accessible, and relevant to the needs of all learners.

Provide staff with professional development on cultural safety, inclusivity, and unconscious bias.

Use a variety of teaching methods (e.g. face-to-face, online, blended) to cater to diverse learning needs.

Adjust training delivery methods where necessary to accommodate neurodivergent students, students with disabilities, and students from different cultural backgrounds.

Incorporate real-life examples, case studies, and role plays that reflect diverse perspectives, including those of First Nations peoples.

Provide reasonable adjustments for students who require them, such as extra time for assessments, different formats for assessments, or assistive technologies.

Ensure that students with disabilities or language barriers are identified early and receive appropriate support to succeed.

Regularly review assessment practices to ensure they are inclusive and culturally safe.

Consider the unique experiences and challenges of First Nations students, including their cultural context, when designing assessments.

Engage First Nations community members, industry experts, or staff to review training and assessment materials for cultural appropriateness.

Promote respect and inclusivity in all interactions among staff and students.

Encourage the use of inclusive language and behaviours that respect all students' identities and experiences.

All staff will participate in cultural competency training at least once a year, with a focus on understanding the cultural and learning needs of First Nations students, neurodivergent students, and other under-represented groups.

Training will include awareness of unconscious bias, cultural safety, and trauma-informed practices.

Actively engage with local First Nations communities and organisations to develop initiatives that support the inclusion of First Nations students.

Organise cultural awareness activities such as workshops or community events to foster understanding and respect.

Conduct regular reviews of the learning environment, support services, and training practices to assess the inclusivity and cultural safety of the organisation.

Use feedback from students and staff to identify areas for improvement and implement changes as needed.

Establish a system for tracking the progress of inclusivity and cultural safety initiatives and making adjustments as needed.

Implement a continuous improvement process that involves regular monitoring, student feedback, staff input, and community engagement.

Monitoring and Review

FireWatch Safety Results Group will regularly evaluate the inclusiveness and cultural safety of the learning environment through surveys, feedback, and engagement with students, staff, and industry partners.

We will develop and implement strategies to address any gaps identified in promoting diversity and inclusivity within the RTO.

A dedicated team will be responsible for monitoring and improving the inclusivity of recruitment, training, assessment, and support practices.