

POLICY/PROCEDURE NAME & REVIEW PROCESS	CULTURAL DIVERSITY POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QA5 RELATIONSHIPS WITH CHILDREN 5.1 Relationships between educators and children. 5.1.1 Positive educator to child interactions. 5.1.2 Dignity and rights of the child. 5.2 RELATIONSHIPS BETWEEN CHILDREN 5.2.1 Collaborative learning. 5.2.2 Self-regulation.
NATIONAL LAW AND REGULATIONS	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Code of conduct policy Child safe environment policy Family cultural record
SCOPE OF POLICY	This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding cultural diversity. The aim is to be accepting, provide a welcoming safe environment for all children, families and staff who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Australia is a vibrant, multicultural country. We are home to one of the world's oldest cultures - Aboriginal and Torres Strait Islander culture. We are also home to people who identify with more than 270 ancestries. It is important to educate our children at an early stage to understand, appreciate and respect the diverse culture that is in our country. By educating the children of Australia to understand, appreciate and respect our countries diversity we can further build positive harmony within our communities. Implementation By teaching respect for cultural diversity, educators will assist children to: <ul style="list-style-type: none"> Learn about their cultural background and develop a strong sense of self identity. Learn about and appreciate cultures and traditions other than their own. Learn to enjoy and respect differences and recognise universal characteristics we all share. Learn about racial prejudice and understand why it should be challenged. Ensure that all children and families have a sense of belonging. All children have access to and participate in the education they need to become successful, contributing members of society. Aboriginal and Torres Strait Islander People. <ul style="list-style-type: none"> Our service will conduct display Acknowledgement of Country at all meetings and important events, including meetings with children. This acknowledgement will be displayed in our foyer. Nominated supervisor will ensure that all important indigenous events are included on our calendar of events each year and that staff are implementing these events into the program respectfully. Nominated supervisor will invite indigenous incursions into the service in order to enhance the curriculum. Nominated supervisor will ensure the staff are provided with a wide range of Indigenous resources - maps, flags, music, puzzles, books, dolls etc and will access authentic resources from organisations such as Indigenous professional Support Unit (IPSU), the Secretariat of National Aboriginal and Islander Child Care (SNAICC) Koori Curriculum.

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- Staff will ensure they are respectful in our representation of Aboriginal and Torres Strait islander activities and not tokenistic.
- Nominated supervisor and staff will work together to form our Reconciliation Action Plan (RAP) and can be commenced through the Narragunawali website. Once the service has it in place the RAP will be listed on the Narragunawali website.
- We will work together to develop the knowledge, appreciation and understanding of Aboriginal Australia.
- We will support Aboriginal heritage, culture, and spirituality.
- Celebrate special occasions during the year, for example, Reconciliation Week, Sorry Day, Harmony Day, Indigenous Literacy Week and NAIDOC Week
- Provide safe and supportive learning environments which enhance the self-esteem and cultural identity of Aboriginal students.

Staff

Cultural diversity respect is not just limited to the children and families at the service it is just as important to respect and include staff that work within the service.

- Nominated supervisor will maintain a culture of inclusive, safe, and protective environments for all, including our staff, volunteers, contractors and visitors and the communities and individuals we work with, particularly those most vulnerable to exclusion.
- Nominated supervisor and staff will uphold a zero-tolerance to, and take all reasonable and proportionate action to eliminate, any forms of violence, discrimination, racist comments harassment, abuse, or victimisation based on culture or disability.
- Nominated supervisor and staff will value, promote, and increase awareness of diversity and inclusion within the service at all levels including decision making and planning.
- Ensure all staff understand, sign, and comply with the service **code of conduct policy** and **code of conduct declaration record** service standards for protecting children and vulnerable people.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure no child will be discriminated against on any grounds including race, gender, beliefs, language, health, or disability.
- Will ensure all staff will be recruited and employed according to equal opportunity guidelines.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will on enrolment, seek information regarding children and families' cultural traditions, customs, and beliefs, and use this information to provide children with a variety of experiences that will enrich the environment and build on the children's background and cultural heritage.
- Will work collaboratively with families to provide care that meets the child's needs and is consistent with the families' culture, beliefs, and our practices.
- Will ensure that specific requests will be respected and put into place providing that we are meeting our regulatory requirements.
- Will allow opportunities for families to share their diversity, and we will celebrate events from all around the world.

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- Will invite community members to the service to share their culture.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will ensure the environment depicts all children and backgrounds in the setting. Reflect the everyday reality of the child's life to support and validate his/her daily experiences.
- Will ensure they respect names, how they are pronounced and spelt.
- Will include or refer to aspects of all the children's identities in activities: casual conversations, stories told and read, food, art, music and dramatic play props and themes. For example, facilitate children by giving opportunities to talk about different kinds of families and family structures. Some children may live with one parent, in both parents' homes, with a foster family, a stepparent, or with an extended family.
- Will look for opportunities to recognise a child's individual skills, talents, and abilities to encourage pride in his or her personal and cultural identity. Find opportunities to tune into individual interests and strengths.
- Will discourage any sense of superiority whereby a child may express that their way of life is 'correct' or preferred.
- Will provide a wide range of positive role models in a variety of positions. This helps build confidence and a sense of possibilities for the future. Seeing negative images or no images of people sharing your background or ability can send negative messages and a child may reject his/her identity.
- Will ensure children will be provided with equal opportunities to succeed in all aspects of the service.
- Will ensure all children will feel accepted and valued for whom they are and will have their individual needs recognised and met.
- Will recognise discrimination and prejudice and understand the value of diversity and ensure that the children are treated fairly and equitably.
- Will provide and use a range of resources that reflect the diversity of children and families at the service and in the broader community and are also representative of the Aboriginal and Torres Strait islander culture within the area of the service.
- Will ensure multiculturalism, ethnic and cultural customs, and differing cultural heritages will form part of the curriculum.
- Will use praise that is not based on gender "well done" instead of "good girl, good boy"
- Will respect individual and cultural needs regarding clothing, sleep time and aspects of each culture.
- Will act as a role model, demonstrate acceptance, and show respect for differences.
- Will access professional development in-services to update, educate and acquire skills, and acknowledge the benefits of anti-bias practices.
- Will ensure children are never to be singled out or made to feel inferior to or better than others.

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	<ul style="list-style-type: none"> Will ensure staff and children discuss incidents of bias or prejudice in children's play or relationships with each other, to help children to understand and find strategies to counteract these behaviours. Will ensure staff will act professionally and consider the Early Childhood Australian Code of Ethics in their daily interactions and practices. Will seek out key words or phrases in childrens natural language in order to help communicate and allow for a sense of belonging. Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 170- Policies and procedures to be followed.	Approved Provider will <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	Approved Provider will <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.

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CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> ▪ Conducting regular reviews and updates of this policy with all stakeholders. ▪ Actively seeking feedback from children, families, and staff members. ▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. ▪ Reconciliation Action Plan RAP- is a formal statement of commitment to reconciliation from the service and stakeholders.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ United Convention on the Rights of the Child ▪ https://www.narragunnawali.org.au/

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