

Girl Guides Australia Diversity and Inclusion Procedures

About this document

This document is provided as a supplementary document to the Girl Guides Australia (GGA) Diversity and Inclusion Policy. A further document, *Guidance to Support Diversity and Inclusion in Guiding*, is available to support Members, Volunteers and Employees in the implementation of inclusive practice.

1. Dealing with allegations of discrimination

The Boards of GGA and SGGOs will ensure that clear procedures are in place to effectively handle allegations of discrimination.

Evidence of unlawful discrimination by Members, Volunteers or Employees of GGA and SGGOs will be subject to disciplinary action and may ultimately result in termination of Membership or Employment.

2. Risk management and safety

Ensuring access for people of all abilities to participate in Guiding activities or employment requires proactive and positive risk management. In managing risk, duty of care for Members, Volunteers, Supporters and Employees must be prioritised at all times.

However, risk should not be automatically cited as a reason for limiting a person's participation, but will be considered alongside other circumstances that may exist and will be taken into account when assessing if any unjustifiable risk exists in the particular circumstances.

In determining the nature of any risk, Adult Members, Volunteers and Employees should follow standard risk management practice to determine the level of risk and identify the mitigation strategies that will reduce or eliminate that risk.

3. Disclosure and rights to privacy

GGA and SGGOs respect the privacy of all individuals and are committed to protecting the privacy of all Members, Volunteers and Employees. While acknowledging that supporting diversity and inclusion is a shared responsibility, this does not authorise the sharing of personal information without permission given by the person or the person's parent/guardian/carer.

4. Roles and responsibilities

GGA requires all people involved in Guiding in Australia, including Members, Volunteers, Employees, and Board Directors of GGA and SGGOs, to comply with the GGA Diversity and Inclusion Policy and to be proactive in supporting diversity and removing barriers to inclusion.

5. Training and support

GGA recognises that most people responsible for implementing this Policy are Volunteers and they may have a range of experience in implementing diversity and inclusion practices.

GGA and SGGOs endeavour to provide all Members, Volunteers and Employees with guidance and training in inclusive practice as required to ensure that in matters such as communication, recruitment, service delivery, membership services, policy implementation and general day-to-day business, Members, Volunteers and Employees adhere to high standards of support for diversity and inclusion.

Definitions and Abbreviations

Term	Definition/Abbreviation
Board	The Board of Girl Guides Australia
Employee	Any individual employed by Girl Guides Australia or a State Girl Guide Organisation
Adult Member	Current financial Member of SGGO or GGA, 18 years of age or over.
State Girl Guide Organisations	The state-based Girl Guide organisations in Australia. Namely, Girl Guides New South Wales and the Australian Capital Territory, Girl Guides Northern Territory, Girl Guides Queensland, Girl Guides South Australia, Girl Guides Tasmania, Girl Guides Victoria and Girl Guides Western Australia.
Supporter	An irregular volunteer supporter of Guiding activities. Supporters who provide regular ongoing support are considered Volunteers.
Volunteer	A person doing unpaid work for or on behalf of GGA or a SGGO.
Youth member	Current financial Members of SGGO under 18 years of age.