

Model Internal Policy



"Enabling educators to become aware of the real-life challenges faced by LGBTQIA+ learners and leading the educators towards setting personal learning objectives for improved inclusion."

In this section, we share practical tips to help create an inclusive environment and promote diversity in your team and organization. The aim is to build a safe space where everyone feels supported.

You can explore the suggested models and adjust your internal policies to fit your organization's specific needs.

At the end of this section, you'll find a full set of recommended documents to support your policies. We do not provide examples, as each of the documents could be very specific based on the context. These should be written in clear, simple language so everyone in your organization can easily understand them. You don't have to create every document on the list or use the same titles. What is important is to focus on those that add value to your processes. It's also important to review and update these documents at least once a year based on feedback and current circumstances.



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Model Internal Policy document

This document is proposed to establish a framework for fostering an inclusive, diverse, and supportive environment for all members of the organisation.

The principles of inclusion listed in this document are aiming to be applicable for every learner, course instructor, project partners, employees and staff members in the organisation.

State of commitment

Our organisation is committed to creating a learning and working environment where diversity is celebrated, and everyone is treated with dignity and respect.

We would like to note that inclusion is intersectional and for us encompasses race, ethnicity, nationality, gender, sexual orientation, ability, age, socioeconomic background, religion, and all forms of identity and experience.

We recognize the rights of LGBTQIA+ learners to equitable education free from discrimination, bullying, or harassment.

We affirm the diversity of sexual orientations, gender identities, and intersex variations as integral to the richness of our educational community.

We foster awareness by educating the school community about LGBTQIA+ experiences to build understanding and allyship.

We include employees from diverse groups in decision making processes about curriculum and program development.

We create Safe Spaces through designated and promoted areas where all learners and especially LGBTQIA+ learners feel safe to express their identities.

We provide resources and accommodations for learners undergoing gender affirmation or experiencing related challenges.

We celebrate diversity by recognizing and honouring LGBTQIA+ contributions through events, curriculum content, and student-led initiatives.

Rights and responsibilities

Our Leadership must ensure the inclusion of LGBTQIA+ concerns in policies, processes, and institutional decision-making.

Employees and staff members should foster inclusive classrooms, challenge discriminatory behaviour, and model respect for all identities.

Learners, participants and project partners are invited to contribute to a culture of respect, inclusion, and peer support.

Implementation strategies

- Organisational structure

Establishing an LGBTQIA+ inclusion team that monitors the implementation of this policy, addresses concerns, and provides training and resources.

Gender neutral bathrooms and changing facilities.

Support for name changes and pronoun use on class lists, records, and official documents.

Clear and confidential channels for reporting bullying and discrimination occasions. Strict enforcement of penalties against such behaviour.

Regular reviews of the implementation of the strategy and transparent progress reports.

Regular surveys (conducted twice a year) and focus groups for collecting feedback from learners, course instructors, project partners, employees and staff members. Review of this policy and adjustment of practices (if needed) after each round of feedback.

- Educational and support structure

All employees and staff members participate in mandatory training on LGBTQIA+ inclusion and sensitivity.

Offering workshops, seminars, and campaigns to raise awareness among the educational community in our organisation, but also in educational networks we are part of.

Incorporating LGBTQIA+ perspectives into curriculum and programs.

Accessible and confidential support services for mental health and well-being.

Mentorship program pairing LGBTQIA+ learners, employees or staff members with supportive faculty or alumni.

Commemorating important LGBTQIA+ events, such as Pride Month and IDAHOBIT (International Day Against Homophobia, Biphobia, and Transphobia).

Displaying inclusive symbols, such as rainbow flags, to signal allyship.

Appendices

LGBTQIA+ inclusion team members list of names and contacts

Sample report form for incidents

Instruction for review of reports of incidents

Survey form

List of local organisations, hotlines, support groups and advocacy services.