

COMMITMENT TO CHILD SAFETY POLICY

WOODRIDGE PRE-SCHOOL CHILD SAFE POLICY

The following Policy sets out Woodridge Pre-school's commitment to child safety. This policy is reviewed yearly, and all staff are required to read and sign the current policy on a yearly basis. See page 5, *Acceptance*, for our staff commitment.

RELATED DOCUMENTS

- *Attachment 1: Child Safety Standards Information Sheet.* This document outlines the current 11 safety standards. The 11 Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe.
- *Attachment 2: Mandatory Reporting to Child Protection.* As a Pre-school servicing children and families, our early childhood teachers and educators have legal obligations regarding mandatory reporting. This information sheet outlines when these requirements take effect.

RELATED POLICIES AT WOODRIDGE PRE-SCHOOL

- Inclusion and Equity Policy
- Child Safe Environment & Wellbeing Policy
- Supervision of Children Policy
- Code of Conduct
- Determining the Responsible Person
- Participation of Volunteers and Students
- Staffing
- Interaction with children

OUR COMMITMENT TO CHILD SAFETY

- Woodridge Pre-school is committed to child safety.
- We want children to be safe, happy and empowered.
- We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We will not use corporal punishment in any form on children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

- Woodridge Pre-school is committed to preventing child abuse and identifying risks early and removing and reducing these risks.
- Woodridge Pre-school has robust human resources and recruitment practices to reduce the risk of child abuse by new and existing committee members, staff and volunteers.
- Woodridge Pre-school is committed to regularly training and educating our committee members, staff and volunteers on child abuse risks.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies and procedures in place that support our committee members, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk, phone 000.

You can call 131 444 to report some non-urgent crime and events to Victoria Police, more information can be found here: <https://www.police.vic.gov.au/police-assistance-line-andonline-reporting>

To report concerns about a child who may need protection from harm, abuse or neglect, contact Child Protection on 13 12 78 <https://providers.dffh.vic.gov.au/making-report-child-protection>

Additional contact phone numbers for early childhood workers' mandatory reporting are provided in addendum 2.

OUR CHILDREN

This policy is intended to empower children, who are vital and active participants at Woodridge Pre-school. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and acceptance at Woodridge Pre-school and people from all walks of life and cultural backgrounds are welcome.

In particular, we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

OUR STAFF AND VOLUNTEERS

This policy guides our staff and volunteers on how to behave with children at Woodridge Pre-school.

All staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

TRAINING AND SUPERVISION

Training and education are important to ensure that everyone at Woodridge Pre-school understands that child safety is everyone's responsibility.

Our organisational culture aims for all committee members, staff, volunteers, families and children to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our committee members, staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our committee members, staff and volunteers through ongoing supervision to develop their skills to protect children from abuse and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New committee members, staff and volunteers will be supervised regularly to ensure they understand Woodridge Pre-school's commitment to child safety and that everyone has a role to play in protecting children from abuse. This will include checking that their behaviour towards children is safe and appropriate (please refer to Woodridge Preschool's code of conduct for information about appropriate behaviour). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

NATIONAL CHILD AND SAFETY TRAINING

Ensuring the safety and wellbeing of every child in Early Childhood Education and Care (ECEC) is a shared national priority. National child safety training is now mandatory for everybody working or volunteering at Woodridge Pre-school. The training is available only through Geckko – the Australian Government's online learning platform for the ECEC sector.

The new national training will support all people involved in Woodridge Pre-school to meet their legal child safety obligations, strengthen safeguarding practice, and reduce harm to children. There are 2 components:

- foundation training, available now
- advanced training, available from July 2026.

The training has been developed by the Australian Centre for Child Protection (ACCP) in partnership with the Queensland Government, on behalf of all Australian states and territories and the Australian Government.

The training is free and providers can access support to help staff to complete it.

This is a National Child Safety Reform initiative. All Education Ministers agreed to new mandatory national child safety training at a [special purpose meeting in August 2025](#).

Foundation training

Foundation training is the first stage of national child safety training. It is available now.

Who needs to complete foundation training

Foundation training is mandatory for any person who works or volunteers in an ECEC service regulated under the NQF, including Woodridge Pre-school. This includes:

- the approved provider of the service
- each person with management or control of the service
- each nominated supervisor of the service
- each person in day-to-day charge of the service
- each staff member of the service
- each volunteer at the service
- each student who participates in the service.

This applies even to staff who do not work directly with children.

The requirement applies across all NQF-regulated service types, including preschools and kindergartens.

Training structure and duration

Foundation training consists of 2 courses which must complete foundation training by 27 August 2026:

- understanding child safety
- understanding and identifying child abuse and neglect.

You must complete both courses to complete foundation training. Ongoing, staff must complete foundation training once every 2 years.

How to access foundation training

You can access foundation training by logging in to Gecco and selecting national child safety training from the homepage.

Training must be completed in Gecco, the Australian Government's official training platform for the sector. Child safety training delivered through other platforms or providers does not meet the mandatory requirement.

Evidence of completion

After completing both courses of foundation training, you can download a completion certificate from Gecco. Providers should ask staff to share their certificate as evidence of completion. Each certificate includes a unique certificate number.

Advanced training

Certain people must also complete advanced training. Advanced training will be available from July 2026 and you will be notified by the Director if you are required to complete this training.

Companion materials

National child safety training is accompanied by companion materials in a range of downloadable formats, like videos, booklets and information sheets. These materials are designed to help services develop on-the-ground Communities of Practice material. They are not part of the mandatory training requirement.

Access the companion materials on the [ACCP website](#).

Reporting and compliance

Providers are responsible for ensuring their staff complete national child safety training.

Due to privacy protections:

- we cannot share training records directly with providers
- providers should ask staff to share their completion certificates as evidence.

Legal requirement

The National Law and Regulations have now been updated to mandate national child safety training.

State and territory regulatory authorities, supported by ACECQA, oversee compliance with National Law requirements, including national child safety training.

Find out more about National Law training requirements, including whether you also need to complete child protection training, on [ACECQA's website](#). For jurisdiction specific requirements, [contact your regulatory authority](#).

RECRUITMENT

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legal responsibilities. Woodridge Pre-school understands that when recruiting committee members, staff and volunteers, we have ethical as well as legislative obligations. We actively encourage applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people who are engaged in child-related work and who are not exempt, including volunteers, are required to hold a Working with Children Check and to provide evidence of this check. For more information, please refer to the Working with Children website <https://www.vic.gov.au/working-with-children-check>

We carry out reference checks and police record checks to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history, then the person will be given the opportunity to provide further information and context.

FAIR PROCEDURES FOR STAFF AND VOLUNTEERS

The safety and wellbeing of children is our primary concern. We are also fair and reasonable to all staff and volunteers. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence. We record all allegations of abuse and safety concerns using our incident reporting form. All records are securely stored. If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and actions we as an organisation take.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, families or children, unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it and who will have access to it. This is intended to protect reporters and to ensure that all members of Woodridge Pre-school are comfortable disclosing any allegations or concerns in relation to child safety without repercussions.

LEGISLATIVE RESPONSIBILITIES

Woodridge Pre-school takes its legal responsibilities seriously, including:

- Failure to disclose: All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to Victoria Police
- Mandatory reporting: Any committee members, staff or volunteers who are mandatory reporters (doctors, nurses, midwives, teacher, principals and police officers) must comply with their duties
- Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so
- Reportable conduct: The head of our organisation must be made aware of any allegations of physical and sexual abuse, sexual misconduct, significant emotional or psychological harm or significant neglect by an employee or volunteer towards a child. We are also legally required to notify the Commission for Children and Young People of the allegation
- Duty of care: If a child is abused by an individual associated with our organisation, our organisation is presumed to have breached its duty of care unless it can prove that it took 'reasonable precautions' to prevent the abuse in question. For more information, please refer to the new organisational duty of care to prevent child abuse page <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/betrayal-of-trust-fact-sheet-the-new>
- on the Department of Justice and Regulation's website.

RISK MANAGEMENT

In Victoria, organisations are required to protect children when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks which include risks posed by physical environments and online environments.

ALLEGATIONS, CONCERNS, COMPLAINTS

Woodridge Pre-school takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our committee members, staff and volunteers are trained to deal with allegations appropriately. We work to ensure all children, families, board members, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place. If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may include:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

REGULAR REVIEW

This policy will be reviewed every two years and following any significant incident if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we will do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

This policy was adopted by the approved provider of Woodridge Pre-school on 27th March 2026

REVIEW DATE: March 2027

