新金山®

东区中文学校

EASTERN CHINESE LANGUAGE SCHOOL INC

Child Safety Training 2026

儿童安全培训

For all teachers, staff, volunteers and Committee members

适用于全体教师、员工、志愿者及校委会成员

Eastern Chinese Language School Inc. | 新金山东区中文学校



Zero tolerance of child abuse

对虐待儿童零容忍

Before we start

开始之前

Acknowledgement of Country

We acknowledge the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which we meet, and pay our respects to Elders past and present.

我们向这片土地的传统主人——库林族的Wurundjeri人致敬，并向过去和现在的长者致以敬意。

Look after yourself 照顾好自己

This topic can be upsetting. You may step out at any time.

Lifeline	13 11 14
1800RESPECT	1800 737 732
Blue Knot Helpline	1300 657 380
Kids Helpline (for students)	1800 55 1800

What we will cover today

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01

Our commitment and the law

我们的承诺与法律

ECLS is a child safe school

新金山东区中文学校是儿童安全学校

We hold the care, safety and wellbeing of children as our first and most important responsibility.

We have zero tolerance of child abuse. Every concern is taken seriously and reported as the law requires.

儿童的关怀、安全与福祉是我们首要的根本责任。我们对虐待儿童零容忍，认真对待每一个担忧并依法报告。

This applies to everyone 适用于所有人

- Teachers 教师
- Principal and admin 校长及行政
- Volunteers 志愿者
- Committee members 校委会成员
- Contractors 承包商

The law in brief

法律要点

Child Safe Standards
儿童安全标准

11 compulsory standards (Ministerial Order 1359). Regulators can inspect without notice.

Working with Children Check
儿童工作检查

Required for every staff member, volunteer and Committee member. Worker Screening Act 2020.

Failure to Disclose
不举报罪

Any adult who reasonably believes an adult has sexually offended against a child must tell police.

Failure to Protect
未能保护罪

People in authority who know of a risk of child sexual abuse must act to reduce or remove it.

Mandatory reporting
强制报告

Teachers (VIT), principals and others must report physical or sexual abuse to Child Protection.

Reportable Conduct Scheme
应报告行为方案

Allegations about staff or volunteers are notified to the CCYP (through CLV) and investigated.

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02

The 11 Child Safe Standards

11项儿童安全标准

The 11 Child Safe Standards at a glance

一览

1 Culturally safe environments for Aboriginal children 原住民儿童的文化安全	**2** Child safety in leadership, governance and culture 领导、治理与文化	**3** Children are empowered and taken seriously 赋权儿童，认真倾听	**4** Families and communities are involved 家庭与社区参与
5 Equity and diverse needs respected 公平与尊重多元需求	**6** Suitable, supported staff and volunteers 合适并获支持的员工与志愿者	**7** Child-focused complaints processes 以儿童为中心的投诉流程	**8** Staff knowledge, skills and training 知识、技能与培训
9 Safe physical and online environments 安全的实体与网络环境	**10** Regular review and improvement 定期检讨与改进	**11** Policies and procedures document safety 政策与程序	

Shaded: the standards you act on every day 阴影部分：日常工作最相关的标准

What the standards look like at ECLS

标准在学校的落实

Standard	At ECLS this means…	我们的做法
2 Leadership and culture	Committee gets a child safety report every term; Child Safety Officer appointed	校委会每学期听取儿童安全报告
3 Child empowerment	Students know they can tell any trusted teacher; posters in every room	学生知道可以告诉信任的老师
6 Suitable staff	WWCC/VIT verified before starting; Code of Conduct signed every year	入职前核实WWCC；每年签署行为准则
7 Complaints	Concerns go to the CSO or Principal the same day (ECLS-POL-05)	当天向儿童安全负责人或校长报告
8 Training	Child safety training at induction and at least every two years	入职及至少每两年培训一次
9 Safe environments	Yard duty, visitors register, collection rules, no personal photos	值班、访客登记、接送规定、不私拍

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03

Recognising harm

识别伤害

Types of harm

伤害的类型

Physical abuse
身体虐待

Injury caused on purpose, or by harsh physical punishment

Sexual abuse
性虐待

Involving a child in any sexual activity, including online

Emotional abuse
情感虐待

Repeated rejection, threats, put-downs or isolation

Neglect
忽视

Failure to provide food, clothing, shelter, medical care or supervision

Family violence
家庭暴力

A child living with or seeing violence and control at home

Grooming
诱骗

Building trust with a child or family in order to abuse — a crime in Victoria

Warning signs to notice

需要留意的迹象

What you might see 身体迹象

- Injuries with no likely or consistent explanation
- Often hungry, unwashed or dressed wrongly for the weather
- Untreated health problems
- Regular unexplained absences

How a child might behave 行为迹象

- Sudden change: withdrawn, anxious, aggressive
- Fear of going home or of a particular adult
- Knowledge or behaviour not expected for their age
- Secrecy about a new "special" adult friend, gifts or online contact
- A child tells you something worrying (a disclosure)

Grooming: patterns to watch for

诱骗：需警惕的行为模式

Special treatment
给某个孩子特殊待遇、礼物或优待

Secrecy
要求保密，单独私下联系

Time alone
设法与孩子独处

Private online contact
通过社交媒体或微信私聊

Bending the rules
让孩子越过规定和界限

Winning the family's trust
博取家长信任以接近孩子

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04

Responding and reporting

应对与报告

If a child tells you something

如果孩子向你透露

1. **Listen calmly**
   冷静倾听
2. **Believe them and say they did the right thing**
   相信孩子，告诉他做得对
3. **Don't promise secrecy**
   不承诺保密
4. **Don't investigate or ask leading questions**
   不调查、不诱导提问
5. **Write down their exact words**
   记录孩子的原话
6. **Report the same day**
   当天报告

"Thank you for telling me. You did the right thing. I need to tell someone whose job is to help keep you safe."
"谢谢你告诉我，你做得对。我需要告诉负责保护你安全的人。"

How to report at ECLS

学校报告流程



Immediate danger?
有紧急危险?
Call 000 first



Tell the CSO or Principal
告知儿童安全负责人或校长
Same day, in person or by phone



Write it down
书面记录
Child Safety Incident Report Form



Report externally
对外报告
Police / Child Protection; staff allegations → CLV → CCYP

Internal reporting never delays an external report.
内部报告绝不能延误向警方或儿童保护部门报告。

Who must report what

谁必须报告什么

Who	What	To whom
Every adult (staff, volunteer, parent)	Reasonable belief an adult has sexually offended against a child (Failure to Disclose)	Victoria Police
Mandatory reporters: VIT teachers, Principal	Reasonable belief of physical or sexual abuse where parents are not protecting the child	DFFH Child Protection
Principal / Committee (people in authority)	Known risk of sexual abuse by someone in the school: must act to reduce or remove it (Failure to Protect)	Act immediately; Police where required
Principal (head of organisation)	Allegation of reportable conduct by staff, volunteer or contractor	CLV, which notifies the CCYP within 3 business days
Anyone at ECLS	Any concern, breach of the Code, or "gut feeling"	Child Safety Officer or Principal, same day

Key contacts

重要联系人

Child Safety Officer
儿童安全负责人
Yanjiao Shen
0416 840 033

Principal
校长
Delan Lin
0423 877 841

First Aid Officer
急救员
Jianjun Li
School office

External	Number
Emergency 紧急	**000**
Child Protection (Eastern)	1300 360 391
Child Protection after hours	13 12 78
CCYP	1300 782 978
Community Languages Victoria	(03) 9349 2683

Forms: Child Safety Incident Report Form (office / shared drive) 表格：儿童安全事件报告表

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05

Our Code of Conduct in practice

行为准则的日常实践

Always and never

应该做与绝不能做

Always 务必

- Actively supervise your class and duty area
- Keep doors open; stay in sight of other adults
- Treat every child with respect and fairness
- Listen to children and take concerns seriously
- Use school channels to contact families
- Report concerns the same day

Never 绝不

- Be alone with a child behind a closed door
- Contact a student privately (WeChat, social media, personal email)
- Photograph students on your personal phone
- Give gifts or special favours to one child
- Use physical punishment, shouting or humiliation
- Ask a child to keep a secret

Everyday rules at ECLS

学校日常规定

Supervision 督导

Supervision from 9:10am. Mark the roll at the start and end of class. Stay in your duty area until relieved.

Collection 接送

Preschool–Year 2: hand each child to their parent. Early pick-up goes through the office. Uncollected after 15 minutes: to the office.

Visitors 访客

Every visitor signs the Visitors Register and wears a lanyard. Report any unknown adult to the office.

Phones 手机

Personal phones away during class and duty. Students' phones off and away.

Photos 拍照

Check the "no photo" list. School devices only. Never post students on personal social media.

One-to-one 单独相处

Door open or another adult nearby. Toilet visits: one at a time; younger children with a buddy.

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Scenarios and quick check

案例讨论与测验

Scenario 1: what would you do?

案例1：你会怎么做?

At recess, a Year 5 student tells you an older student touched him in the toilets and made him promise not to tell. He is embarrassed and asks you not to tell his parents.

课间，一名五年级学生告诉你，有高年级学生在厕所里碰触了他，并要他保证不说出去。他很尴尬，求你不要告诉他父母。

Is the child safe right now?
孩子现在安全吗?

Who do you tell, and when?
告诉谁？何时?

What do you write down?
记录什么?

Which policy or law applies?
适用哪项政策或法律?

Scenario 2: what would you do?

案例2：你会怎么做?

A new volunteer often gives one particular girl small gifts and has been seen with her in an empty classroom during the break.

一名新志愿者经常给某个女孩送小礼物，课间有人看到他们单独在空教室里。

Is the child safe right now?
孩子现在安全吗?

Who do you tell, and when?
告诉谁？何时?

What do you write down?
记录什么?

Which policy or law applies?
适用哪项政策或法律?

Scenario 3: what would you do?

案例3：你会怎么做?

At pick-up, a parent arrives smelling of alcohol, unsteady on their feet, and wants to drive their Year 1 child home.

放学时，一位家长满身酒气、走路不稳，要开车接一年级的孩子回家。

Is the child safe right now?
孩子现在安全吗?

Who do you tell, and when?
告诉谁？何时?

What do you write down?
记录什么?

Which policy or law applies?
适用哪项政策或法律?

Scenario 4: what would you do?

案例4：你会怎么做?

A teacher adds a VCE student on WeChat to "help with homework" and later sends her a photo of the class taken on his own phone.

一位老师以“辅导作业”为由私下添加VCE学生微信，之后又用个人手机拍了全班照片发给她。

Is the child safe right now?
孩子现在安全吗?

Who do you tell, and when?
告诉谁？何时?

What do you write down?
记录什么?

Which policy or law applies?
适用哪项政策或法律?

Quick check: true or false?

快速测验：对还是错?

1	I need proof before I report a concern. 报告前需要有证据。	T / F
2	If a child asks, I can promise to keep it secret. 孩子要求时，我可以答应保密。	T / F
3	Any adult must tell police if they believe a child has been sexually abused by an adult. 任何成年人如认为儿童遭成年人性侵，必须报警。	T / F
4	Only teachers need a Working with Children Check. 只有老师需要WWCC。	T / F
5	Photos of students must be taken on school devices and checked against the "no photo" list. 学生照片须用学校设备拍摄并核对禁拍名单。	T / F
6	If the CSO and Principal are away, I can wait until next Saturday to report. 如儿童安全负责人和校长不在，可等到下周六再报告。	T / F

Your obligations: a checklist

你的责任清单

- **My WWCC or VIT registration is current, and ECLS is linked to my WWCC**
  我的WWCC/VIT有效，并已关联学校 ☐
- **I have signed the 2026 Code of Conduct register**
  我已签署2026年行为准则登记表 ☐
- **I complete child safety training at induction and at least every two years**
  入职时及至少每两年完成培训 ☐
- **I know who the Child Safety Officer is and how to contact her**
  我知道儿童安全负责人是谁及如何联系 ☐
- **I will report any concern the same day, and call 000 in an emergency**
  有任何担忧当天报告，紧急情况拨打000 ☐

Before you leave today

离开前请完成

Sign the training attendance sheet
签署培训签到表

Sign the 2026 Code of Conduct register
签署2026年行为准则登记表

Show your WWCC or VIT to the office if asked
如被要求请出示WWCC/VIT

Find out more: ECLS Child Safety Policy and Code of Conduct; ECLS policies POL-05 to POL-10 (staff shared drive and school website); CLV Child Safety resources (communitylanguages.org.au); CCYP (ccyp.vic.gov.au).

Based on: CLV "11 Victorian Child Safe Standards: Mandatory Child Safety Training" (2024); ECLS Child Safety Policy and Code of Conduct (2026).

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Thank you

谢谢大家！

Questions? Speak to our Child Safety Officer or the Principal at any time.

如有疑问，请随时联系儿童安全负责人或校长。



Every child safe, every day

让每个孩子每天都安全