EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Staff and Volunteer Induction Pack: Child Safety and School Operations

Read this pack, attend the induction session, then sign the checklist on the last page. 请阅读本手册，参加入职培训，并在最后一页签名。

Document no.	ECLS-FORM-03	**Version**	1.0
Policy owner	Principal and Child Safety Officer	**Approved by**	School Committee
Date approved	____ / ____ / 2026	**Next review**	November 2027
Applies to	All new teachers, staff, volunteers and Committee members, before they start working with children	**Status**	Draft for Committee approval

1. Welcome to ECLS

Eastern Chinese Language School Inc. (新金山东区中文学校) is a not-for-profit community language school, established in 1993, that teaches Chinese (Mandarin) from Preschool to VCE. Classes run at **East Doncaster Secondary College, 20 George St, Doncaster East**, on **Saturdays (9:30am–12:15pm and 1:15pm–4:00pm)** and in the **Sunday morning session**. The school is accredited and funded by the Victorian Department of Education, is a member of Community Languages Victoria (CLV), and is a VCAA-approved VCE Single Study Language Provider.

Key contact	Name	How to contact
Principal	Delan Lin	delan.lin@eclschool.vic.edu.au / 0423 877 841
Operations Manager	Xuan (Vivian) Yu	admin@eclschool.vic.edu.au / 0452 062 263
Child Safety Officer	Yanjiao Shen	0416 840 033 / office on session days
First Aid Officer	Jianjun Li	Office on session days
School office		admin@eclschool.vic.edu.au

2. Child safety: what every adult must know

2.1 Our commitment

ECLS holds the care, safety and wellbeing of children as its primary and fundamental responsibility. We have **zero tolerance of child abuse**. All allegations and concerns are taken seriously and acted on in line with our policies and the law. (See the *Statement of Commitment to Child Safety* displayed at school.)

2.2 Before you start

- You must hold a **valid Working with Children Check (WWCC) or VIT registration**, verified by the office, and add ECLS to your WWCC within 21 days of starting.
- You must read and sign the **ECLS Child Safety Code of Conduct** (and sign again every year).
- You must complete **three hours of Child Safe Standards training** (CLV/CCYP module or ECLS session) and refresher training at least every two years.
- Carry your WWCC card when on duty. Tell the office within 7 days if your clearance status changes.

2.3 The Code of Conduct in practice

Always:

- supervise your students actively, and be where you are rostered;
- keep interactions with children open and visible. If you need to speak to a student alone, keep the door open or stay in sight of another adult;
- treat every child with respect, including Aboriginal children, children from culturally and linguistically diverse backgrounds, children with disability and LGBTIQ+ young people;
- listen to children and take their concerns seriously.

Never:

- be alone with a child behind closed doors, or arrange to meet a student outside school activities;
- contact students privately on social media, WeChat, phone or personal email. Use school channels only;
- photograph or film students on your personal device unless authorised, and never share student images;
- use physical punishment, shout at, humiliate or threaten a child;
- give gifts or special favours to individual students, or ask a child to keep a secret;
- use alcohol, drugs or tobacco at school or while responsible for children.

2.4 Recognising and reporting concerns

Signs of possible harm include unexplained injuries, sudden changes in behaviour, fear of a particular person, inappropriate sexual knowledge, a child telling you something worrying (a **disclosure**), or an adult behaving inappropriately with a child (for example grooming behaviour).

If you have a concern, or a child tells you something:

1. **Make sure the child is safe.** Call **000** if there is immediate danger.
2. **Listen calmly.** Do not ask leading questions or promise to keep it secret. Tell the child you will get help.
3. **Report it the same day** to the Child Safety Officer or Principal, and complete a *Child Safety Incident Report Form* (use the child's words).
4. **Report to authorities where required:** mandatory reporters (VIT-registered teachers) must report a reasonable belief of physical or sexual abuse to DFFH Child Protection. **Every adult** must report a reasonable belief of child sexual abuse by an adult to Victoria Police (Failure to Disclose offence). Internal reporting must never delay a report to Police or Child Protection.
5. **Keep it confidential.** Share only with those who need to know.

Allegations about a staff member, volunteer or Committee member go to the Principal (or the Chairperson if about the Principal), who notifies CLV so the allegation can be assessed under the Reportable Conduct Scheme.

Agency	Contact
Emergency (Police, Ambulance, Fire)	000
DFFH Child Protection: Eastern Division (business hours)	1300 360 391
Child Protection Emergency Service (after hours)	13 12 78
Commission for Children and Young People (CCYP)	(03) 8601 5281
Community Languages Victoria	(03) 9349 2683

3. How the school day works

- **Supervision** starts at 9:10am (Saturday). Mark your roll **at the start and end of every class**. Never leave your class unsupervised. Do your rostered **yard duty** in your designated area and stay until relieved (Supervision Policy ECLS-POL-08).
- **Collection:** release Preschool to Year 2 students only to their parent/carer or authorised person. Early collection goes through the office using the *Student Early Collection Form*. Uncollected students go to the office after 15 minutes (ECLS-POL-10).
- **Visitors:** every visitor signs the Visitors Register and wears a lanyard. Report any unknown adult to the office (ECLS-POL-07).
- **Phones and photos:** personal phones away during class. Follow the "no photo" list and the photography rules (ECLS-POL-09).
- **Medical needs:** check your class list for anaphylaxis, asthma and other alerts. The campus is nut-free and egg-free.

4. Emergencies, first aid and safety

- Read the **Emergency Management Plan** and the evacuation map in your classroom: evacuation assembly area, lockdown procedure, and who the Chief Warden is.
- Take your **class roll** with you in any evacuation and report to the warden.
- Send injured or unwell students to the First Aid Officer (with another student or adult). Record all injuries in the First Aid Register and complete an *Accidents and Critical Incidents Report Form* for anything significant.
- Report hazards (broken furniture, glass, wet floors) to the office straight away (ECLS-POL-11).

5. Complaints and concerns

Families and students may raise concerns with you. Listen, try to resolve simple matters, and refer anything you cannot resolve, or that involves a child's safety, to the Principal or Child Safety Officer. See the Complaints Management Policy (ECLS-POL-05).

6. Your employment and administration

- Submit your **monthly timesheet** on the ECLS template by the deadline. Expense claims need receipts and prior approval (ECLS-POL-02).
- Keep student information confidential and secure, and return paper rolls to the office (ECLS-POL-04).
- Attend staff meetings and whole-school PD days (Term 1 and Term 3).

7. Documents you must read

Document	Where to find it	Read ☐
ECLS Child Safety Policy (Aug 2026)	Staff shared drive / website	☐
ECLS Child Safety Code of Conduct (2026)	Staff shared drive / website	☐
Statement of Commitment to Child Safety	Displayed at the office and in classrooms	☐
Emergency Management Plan 2026 and evacuation map	Office / classroom	☐
First Aid Policy	Staff shared drive	☐
Policies ECLS-POL-05, 07, 08, 09, 10, 11	Staff shared drive	☐

Document	Where to find it	Read ☐
School Charter 2026	Website	☐

8. Induction checklist and sign-off

Item	Done ☐	Date
WWCC/VIT verified online by office (number recorded in register)	☐	
ECLS added to WWCC within 21 days (WWCC holders)	☐	
Child Safety Code of Conduct signed for this year	☐	
Child Safe Standards training (3 hours) completed; certificate provided	☐	
Induction session with Principal / Child Safety Officer attended	☐	
Reporting obligations explained (mandatory reporting, Failure to Disclose, internal reporting)	☐	
Emergency procedures and evacuation map explained; campus walk-through done	☐	
Class list, medical alerts and "no photo" list explained	☐	
Supervision, yard duty and collection procedures explained	☐	
Agreement of Engagement and position description signed	☐	

Inductee: I have read this induction pack and the documents listed, attended induction, and understand my responsibilities to keep children safe.

Name: _____ Role: _____ Signature: _____ Date: ____ / ____ / 20__

Inducted by (Principal / Child Safety Officer):

Name: _____ Signature: _____ Date: ____ / ____ / 20__

Office use: recorded in the Child Safety Training Register ☐ HR file ☐

9. Basis and references

CLV *Student Safety and Staff Welfare Manual* (V5): Staff Orientation Kit; Procedures When a New Staff Member is Recruited; Reporting Child Abuse. CLV *Operational and Administrative Procedures Manual* (V4): s.3.13 Training (induction covering the Staff Orientation Kit and Child Safe Standards). ECLS Child Safety Policy and Code of Conduct (Aug 2026). Child Safe Standards 6 and 8.