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

Child Safety Officer Appointment Record 2026

Eastern Chinese Language School Inc. nominates **one Child Safety Officer for each campus**, as required by the ECLS Child Safety Policy and the School Charter 2026. The Child Safety Officer performs the role under delegation from the Principal, reports to the School Committee each term, and is the first point of contact for child safety concerns and allegations.

Campus	East Doncaster Secondary College, 20 George St, Doncaster East VIC 3109 (Saturday and Sunday sessions)
Child Safety Officer	Yanjiao Shen
WWCC / VIT number and expiry	2076568A-03, expires 04/12/2030
Child safety training completed (course, date)	
Delegate when the Child Safety Officer is absent	Name: _____
Term of appointment	From ____ / ____ / 2026 until 31 December 2026, or until replaced
How the school community is told	Name displayed on the *Statement of Commitment to Child Safety* poster at the office and in classrooms; staff induction pack; school website; parent notice at the start of each term

Role and responsibilities: as set out in the ECLS *Child Safe Officer Job Description* (2026 Compliance documents), including:

- acting as the first point of contact for child safety concerns, disclosures and allegations;
- making sure concerns are reported to the Principal within 24 hours and to Victoria Police or Child Protection where required, without delay;
- keeping the Child Safety Training Register and delivering or arranging child safety induction and training;
- reporting each term to the School Committee on concerns, WWCC/VIT status, Code of Conduct sign-off and training;
- reviewing child safety policies with input from staff, children and families, and keeping up to date with changes in law and CLV guidance.

Acceptance by the Child Safety Officer

I accept appointment as Child Safety Officer and have read the Child Safe Officer Job Description, the ECLS Child Safety Policy and the Code of Conduct.

Signature: _____ Date: ____ / ____ / 2026

Appointed by the Principal

Signature: _____ Delan Lin, Principal Date: ____ / ____ / 2026

Noted by the School Committee: minutes of meeting held ____ / ____ / 2026, item ____.