

Child Safe Standards Policy

Policy · Child safety · Applies: NSW Child Safe Standards; Children's Guardian Act 2019 (NSW); Working With Children Check requirements

Document ID	CHILD-SAFE-S	Version	2026.2	Owner	Managing Director
Approved	Governing body	Review due	Sep 2027	Status	Current

Purpose

Bright Path Tutoring Pty Ltd is committed to the safety, wellbeing and empowerment of every child and young person who learns with us. This policy sets out how we embed the Child Safe Standards in recruitment, supervision, delivery and reporting.

Commitment

Child safety is everyone's responsibility. We have zero tolerance for child abuse. Children's voices are heard and acted on. Families are partners in safety. We are transparent about how we keep children safe.

How we apply the Standards

- 1 Leadership: the Director is the Child Safety Officer; safety is a standing agenda item.
- 2 Participation: students are told how to raise a concern, in words appropriate to their age.
- 3 Families: parents can observe a session at any time and receive session notes after every lesson.
- 4 Equity: sessions are adapted for disability, culture and language.
- 5 People: every tutor holds a verified WWCC before their first session, completes a reference check and signs the Code of Conduct.
- 6 Complaints: concerns are acknowledged the same day and investigated by the Director.
- 7 Training: child-safety induction and annual refresher.
- 8 Environment: sessions are held in open, observable spaces; online sessions are recorded with parental consent and never one-to-one in private channels.
- 9 Review: this policy is reviewed annually and after any incident.
- 10 Reporting: allegations are reported to Police and the Office of the Children's Guardian as required, including under the Reportable Conduct Scheme.

Prohibited conduct

Tutors must never	Instead
Be alone with a student in a closed room or private vehicle	Open, observable spaces; parent present for home visits
Contact students on personal phones or social media	All contact through the centre platform or the parent
Give gifts or make special arrangements	Recognition through the centre's reward program only

Related documents

Tutor Code of Conduct · WWCC Verification Register · Incident & Concern Report Form · Online Tutoring Safety Protocol · Parent Handbook

About this sample. This is one document from the Nemco setup pack, watermarked for evaluation. The full pack is branded to your business, tailored to your registration groups and state, delivered in Word and PDF with a user manual, and updated for 12 months through the Owner Hub. Fictional organisation names are used.

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