



Child Safety Induction Pack Volunteers, Visitors and Contractors



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

Background

Kingsley Park Primary School as part of the Victorian Government state school system has a duty of care and is committed to providing a child safe, culturally safe, inclusive and supportive environment where the safety, wellbeing and rights of every child are our highest priority.

The safety and wellbeing of all children and young people, including international students, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse.

All children have a right to feel safe and to be safe. As members of a community, we all have a moral obligation to protect any child under our care and supervision from foreseeable harm.

Purpose

Thank you for your interest in volunteering/visiting/contracting at our school.

The purpose of this induction pack is to ensure Kingsley Park Primary School volunteers, visitors and contractors understand our commitment to child safety and are familiar with our policies and procedures, along with their responsibilities and expected behaviours relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

All volunteers, visitors and contractors are expected to read the suite of policies and procedures in the links below before commencing any work where children are present or reasonably likely to be present.

Key messages

Kingsley Park Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected. We have zero tolerance for child abuse and are committed to, at all times, acting in the best interests of children.

We are committed to;

- creating a culturally safe and inclusive environment where diversity is valued and students feel safe to fully engage and participate
- promoting the safety, wellbeing and empowerment of all children
- preventing child abuse by identifying, assessing and reducing risks to child safety
- ensuring visitors, volunteers and contractors understand their responsibilities for protecting children
- responding promptly, effectively and appropriately to concerns, disclosures, allegations or suspicions of child abuse.

Your Responsibilities as a Volunteer

As a volunteer, you play an important role in helping to maintain a child safe environment.

You are expected to:

- uphold the school's commitment to child safety
- comply with the Child Safety Code of Conduct and all relevant school policies and procedures
- maintain appropriate boundaries with students at all times
- respect the privacy and confidentiality of students, families and staff
- follow all reasonable directions provided by school staff
- immediately report any concern, suspicion, disclosure or allegation relating to child safety or inappropriate behaviour.

You are NOT to investigate child safety concerns. Your responsibility is to report concerns promptly so the school can take appropriate action.

Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.

Everyone has a role to ensure children are safe – if something doesn't feel right, speak up.

If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South Eastern Regional Office of the Department of Education on 1800 338 663.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Kingsley Park Primary School Volunteers Policy ([Link to website](#))
- Kingsley Park Primary School Child Safety and Wellbeing Policy ([Link to website](#))
- Kingsley Park Primary School Child Abuse (including grooming) – Identification and Response Policy and Procedures ([Link to website](#))
- Kingsley Park Primary School Child Safety Code of Conduct
- [4 Critical Actions to identify and respond to child abuse](#)
- [Types of child abuse and what to look for](#)

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the principal or assistant principal with any comments or questions.

REVIEW AND APPROVAL

Policy last reviewed	August 2026
Consultation	Staff, Parents and School Council consulted August 2026
Approved by	Principal
Next scheduled review date	August 2028 – noting that the mandatory minimum review cycle for this policy is 2 years or following a relevant child safety incident]

Kingsley Park