

Schools Annual Training in Safeguarding. Child Protection & WWCC Requirements & Procedure

Procedure Summary – Key Points

- **Ensure student safety and wellbeing:** Annual Safeguarding training reinforces staff understanding of their duty of care, mandatory reporting and reportable conduct obligations, and how to recognise and respond to indicators of abuse or neglect, maintaining a safe environment for all students.
- **Maintain legal and regulatory compliance:** Regular training ensures all staff remain current with legislative requirements, including child protection laws and Working With Children Check (WWCC) obligations, reducing organisational risk.
- **Promote a consistent, informed school culture:** Ongoing Safeguarding training builds a shared understanding of policies, procedures and professional conduct, ensuring all staff respond to concerns appropriately and consistently.

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Policy Owner:	Head of School
Functional Unit:	Services (Education)

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Part 1 – Purpose

This procedure defines who is responsible and the processes involved in Safeguarding Training, and the requirement for Working With Children Checks and other Compliance requirements during Onboarding.

Part 2 – Scope

This procedure applies to all NextSense School employees, casuals, volunteers, contractors and student placements.

All NextSense employees, volunteers, contractors and any other individuals engaged in work within the School must hold a valid Working with Children Check and National Criminal Record Check as a condition of engagement.

Part 3 – Procedure

The Head of Education Strategy is responsible for ensuring that all NextSense School employees and volunteers undertake mandatory Safeguarding training and demonstrate an understanding of their legal and professional obligations to protect students from harm and to report any concerns in accordance with relevant legislation and organisational Child Protection procedures.

Activities may be delegated to other employees as outlined in this procedure; however, overall accountability remains with the Head of Education Strategy and is not transferred. In the absence of the Head of Education Strategy, responsibility for child protection training and awareness is delegated to the Head of School.

Recruitment

All NextSense staff and volunteers must be appropriately cleared to work with children as part of the recruitment process, including holding a valid Working with Children Check and

National Criminal Record Check. Clearance is verified by People and Culture, recorded in PeopleHub, and shared with the School for record-keeping purposes.

All employees are required to complete the 'Safeguarding Training Education' and 'Introduction to Safeguarding' modules, as well as the Australian Childhood Foundation 'Safeguarding Children Mandatory Training', via PeopleHub as part of their onboarding. **This training must be completed prior to commencing work at NextSense School.**

The 'Safeguarding Training Education' module is to be renewed annually at the NextSense School's first Staff Development Day. The Australian Childhood Foundation 'Safeguarding Children Mandatory Training' is to be renewed every three years via PeopleHub and is monitored by People and Culture.

Annual school employees training

At the start of each school year, during the staff development day, all school staff complete the Safeguarding Training Education, ran by the Governance, Risk and Compliance Team. The NextSense Code of Conduct is reviewed and discussed by all staff during this day to remind them of their child protection obligations alongside our child protection policies. The meeting covers:

- responsibilities for reporting actual or suspected harm to a student
- review of the reporting triage flow chart
- requirement to attend session to review and acknowledge the following NextSense documents:
 - **Safeguarding policy (POL00001)**
 - **Reportable conduct procedures (PRD00002)**
 - **Mandatory reporting procedures (PRD00001)**
 - **NextSense Code of Conduct (POL00009)**

The Head of School maintains records of staff compliance through a Mandatory Requirements Register. All staff are required to update this register annually to reflect completion of required training. Staff who are absent from scheduled training must attend a follow-up session.

Employees are notified via People Hub email three months prior to the expiry of their Working With Children Check (WWCC), advising them to renew their clearance and upload the updated documentation. The Head of School is copied into these notifications. Reminder emails are issued monthly until the WWCC has been renewed and recorded. If an employee's WWCC expires and is not updated, they are not permitted to work until the renewal has been completed and verified.

Non-employee onboarding procedure

The People and Culture Team (P&C) must be notified of all proposed non-employee engagements, including the purpose of the visit and the scope of activities to be undertaken.

Based on this information, P&C will determine the compliance requirements that must be satisfied prior to the engagement commencing.

1. One-Day Non-Employee Engagements

The following requirements must be completed prior to engagement:

- Valid photo identification
- Verified Working With Children Check (Volunteer)
- Sign-in and sign-out on the day of attendance
- Signed undertaking (inclusive of relevant policy requirements)
- Site orientation
- Appropriate supervision at all times

2. External Providers

The following requirements must be completed prior to engagement:

- Valid photo identification
- Verified Working With Children Check
- Sign-in and sign-out on the day of attendance
- Signed undertaking (inclusive of relevant policy requirements)
- Site orientation
- Appropriate supervision at all times
- Certificate of Currency
- Teaching Programs

3. Student Placements (1 – 10 Weeks)

All placements must be enrolled in PeopleHub (HRIS system).

The following requirements must be completed prior to engagement:

- 'Welcome to NextSense' onboarding
- 100 points of identification
- University Placement Agreement
- Certificate of Currency
- Criminal Record Check
- Verified Working With Children Check (Volunteer)
- Signed undertaking (inclusive of relevant policy requirements)

- Acknowledgement of required NextSense onboarding policies as relevant to placement scope
- Site orientation
- Sign-in and sign-out requirements
- Student Handbook acknowledgement
- IT requirements (subject to IT request form), including:
 - Loan laptop access
 - Access to selected drives
 - Time limited ID/ email (subject to IT request form)
 - Printer access/token
- Offboarding upon completion of placement

4. Volunteers

The following requirements must be completed prior to engagement:

- 'Welcome to NextSense' onboarding
- 100 points of identification
- Criminal Record Check
- Verified Working With Children Check (Volunteer)
- Signed undertaking (inclusive of relevant policy requirements)
- Acknowledgement of required NextSense onboarding policies as relevant to arrangement
- Site orientation
- Sign-in and sign-out requirements

5. Contractors

The following requirements must be completed prior to engagement:

- Service Level Agreement (SLA) and Independent Contractor Agreement
- 100 points of identification
- Evidence of qualifications
- Verified Working With Children Check
- NDIS Worker Screening Check and/or Criminal Record Check
- Acknowledgement of required NextSense onboarding policies as relevant to contracting role
- Site orientation
- Sign-in and sign-out

Record Keeping and Compliance Verification

All documentation, training and policy acknowledgements must be recorded (Undertakings checklist) and maintained under School Compliance.

Approval to Commence

Once all required checks and documentation have been verified, People and Culture will verify accreditation through eTams and provide approval to Head of School.

Part 4 – Related Documents

This procedure document should be read in conjunction with:

- **Safeguarding policy (POL00001)**
- **Reportable conduct procedures (PRD00002)**
- **Mandatory reporting procedures (PRD00001)**
- **NextSense Code of Conduct (POL00009)**

Part 5 - Procedure Status and Details

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Part 6 - Revision History

Revision Date	Version No.	Amendment Type	Change	Reference Sections
N/A	1	N/A	New Procedure Document	N/A
N/A	2.0	Administrative	Administrative change: rebrand	N/A
30/03/2026	2.1	Administrative	Implementation of the Policy Framework Template. Inclusion of onboarding and recruitment processes.	All