

BRIGHTSPACE EDUCATION

Child Safety & Safeguarding Policy

Last updated: September 2026

1. Commitment to Child Safety

At Brightspace Education, the safety, wellbeing and dignity of every student is a priority. I am committed to providing a safe, respectful and supportive environment in which students can learn and participate comfortably.

I have zero tolerance for child abuse, harm, exploitation or inappropriate behaviour.

2. Professional Boundaries

- Treat students with dignity, fairness and respect.
- Maintain appropriate professional boundaries.
- Use age-appropriate language and behaviour.
- Keep interactions focused on education and tutoring.
- Avoid unnecessary physical contact.
- Never engage in sexualised, discriminatory, threatening or otherwise inappropriate communication or behaviour.
- Never ask a student to keep inappropriate communication or interactions secret from their parent or carer.

3. Communication

Communication relating to tutoring should take place through the agreed communication channels. Where communication with a student is necessary, it will remain professional and related to their education or tutoring.

Parents/Carers are encouraged to remain informed about their child's tutoring arrangements and may contact me regarding any concerns.

4. Online Tutoring Safety

Online tutoring sessions should take place in an appropriate environment. Parents/Carers are responsible for ensuring that the student has a suitable place to participate in their lesson.

Where appropriate, particularly for younger students, parents/carers are encouraged to remain nearby or available during online lessons.

Tutoring sessions will not be recorded unless this has been separately discussed and agreed.

5. Student Disclosures & Safety Concerns

If a student shares information that raises a concern about their safety or wellbeing, I will respond calmly, appropriately and in accordance with my legal and child-safety obligations.

I will not promise a student that information concerning their safety can always remain confidential.

Where appropriate, information may need to be shared with a parent/carers, relevant authority or other appropriate person or organisation.

6. Responding to Concerns

Any concern relating to the safety or wellbeing of a student will be taken seriously.

Where required or appropriate, concerns may be reported to the relevant authorities in accordance with applicable NSW laws and child-safety requirements.

If a child is believed to be in immediate danger, emergency services may be contacted.

7. Working With Children Check

I maintain a valid NSW Working With Children Check (WWCC) as required for my tutoring work.

As an independent tutor, my WWCC must be verified by the parent or carer engaging my services before tutoring begins.

As part of my welcome and onboarding process, I will provide the Parent/Carer with my WWCC verification details so they can complete the required verification.

The verification details provided will include my WWCC number, surname and date of birth.

These details will be provided directly to the Parent/Carer for the purpose of completing the WWCC verification process and will not be published publicly on this website.

Parents/Carers can verify my WWCC through the NSW Office of the Children's Guardian's online verification system or through the Service NSW app.

8. Raising a Child Safety Concern

If a Parent/Carer has a concern about the safety or wellbeing of their child during tutoring, they are encouraged to contact me as soon as possible.

Email: emma@brightspaceeducation.com

All child-safety concerns will be taken seriously and handled appropriately.

9. Review

This policy will be reviewed periodically to ensure that it continues to reflect my tutoring practices and applicable child-safety requirements.