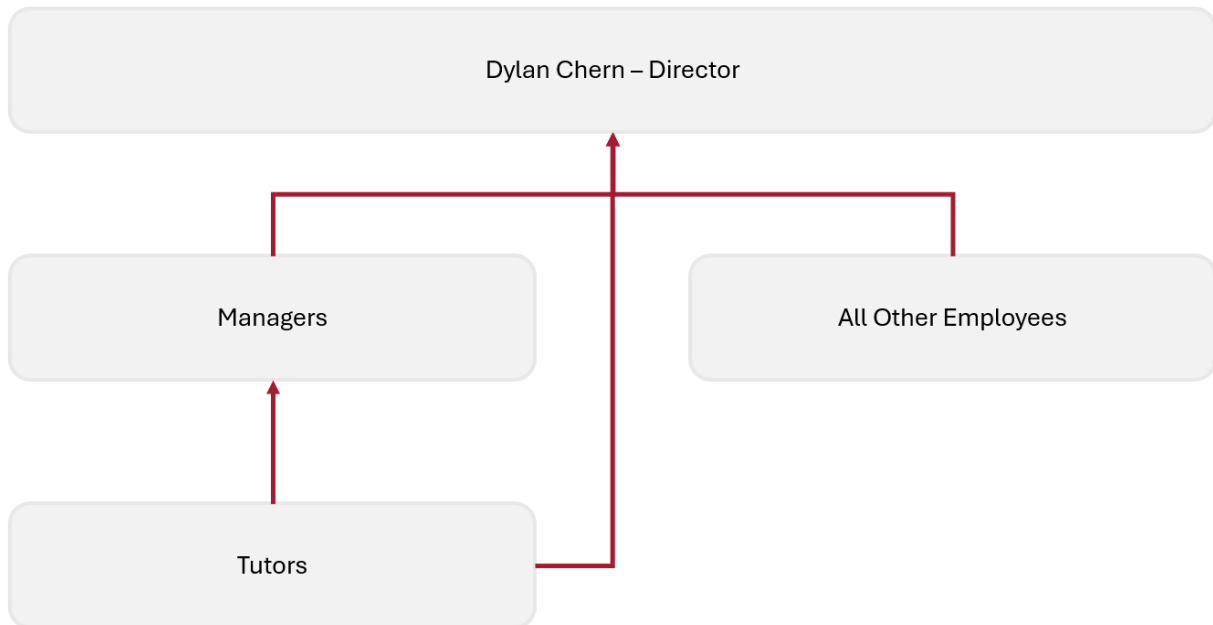


Child Safety Governance

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Governance Structure



Responsibilities

Role	Child Safety Responsibilities
Director (Dylan Chern)	Child Safety Officer at Padea. Holds ultimate accountability for child safety. Reviews and approves all child safety policies and procedures. Responsible for training, compliance, complaints handling, incident management and reporting, and liaising with the QFCC, partner schools and any other authority as required by law.
Coordinator	Deputy Child Safety Officer at Padea. Acts as Padea’s point of contact for guardians, students and partner school contacts on all matters. Reports any child safety concern, complaint, disclosure or incident to the Director without delay. Acts as the internal point of contact in the Director’s absence.
Manager	Responsible and accountable for student safety and wellbeing on-site during the session, in addition to any tutoring duties. Acts as a first point of contact for any concern, complaint, disclosure or incident, and reports to the Director without delay.

Tutor	Maintains clear professional boundaries and a safe environment at all times. Prevents and identifies abuse and harm. Reports any concern, complaint, disclosure or incident to the Manager or the Director without delay, in line with Padea's training, policies and procedures. Does not investigate incidents themselves or promise confidentiality to a student making a disclosure.
All Other Workers	Upholds Padea's commitment to child safety and complies with all policies, procedures, and required training. Reports any concern, complaint, disclosure or incident to the Director without delay.

Internal Reporting (Who to Contact)

Who is raising the concern	Who to contact
Students	Any trusted Padea worker or the Kids Helpline (1800 55 1800)
Guardians	The Coordinator (families@padea.com.au) or the Director (dylan@padea.com.au)
School Staff & Community	The Director (dylan@padea.com.au) or by submitting the Incident Reporting Form
Tutors	The Manager, the Director or by submitting the Incident Reporting Form . Where the concern involves the Manager, report to the Director or by submitting the Incident Reporting Form .
Managers	The Director or by submitting the Incident Reporting Form
All Other Workers	The Director or by submitting the Incident Reporting Form
Concern Involves Director	The Coordinator (families@padea.com.au) or report directly to the QFCC (www.qfcc.qld.gov.au)

External Reporting (When Required)

Situation	Report to
Child in immediate danger	Emergency Services – 000
Reasonable belief of sexual offence	Queensland Police – 131 444 (Criminal Code s229BC)
Reasonable suspicion of significant harm	Department of Child Safety – regional Child Safety Service Centre (business hours), or After Hours Service Centre 1800 177 135
Criminal conduct by a Padea worker	Queensland Police – 131 444

Blue Card suitability concern

Blue Card Services – 1800 113 611

Concern about Padea’s practices

QFCC – www.qfcc.qld.gov.au
