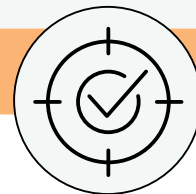


How to Plan a Child Safety Training Session: Step-by-Step Guide

Use these 6 simple steps to plan effective and engaging child safety training that suits your organisation's needs.

Step 1: Select the Training Topic or Focus



Select training that matches your sector and staff roles (e.g., schools, sport, health, disability services).

Content should:

- reflect real-world situations staff may face
- follow legal and policy requirements (e.g., Child Safe Standards, Reportable Conduct, Registration to Work with Vulnerable People)
- include endorsed or expert-reviewed materials where possible.

Step 2: Pick the Delivery Method



Choose the best way to run the session based on your team's needs:

- **Face-to-face** – great for interactive learning and discussions.
- **Online** – flexible and accessible for large or remote teams.
- **Blended learning** – a mix of face-to-face and online.
- **Self-paced modules** – allows staff to learn in their own time, but include ways to check engagement.

Make sure all staff can access the training format and have the support they need to take part. Make variations or allowances to account for staff learning needs.

Step 3: Identify the Participants

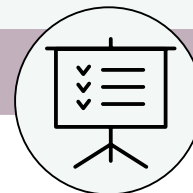


List who must attend:

- all staff
- only volunteers
- certain departments or roles

It's important that keeping children and young people safe is an organisational priority and not just for those with specific roles. Everyone has a role to play.

Step 4: Define the Learning Objectives

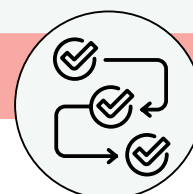


Be clear about what participants should know and do after the session. Use simple, action-based outcomes, such as:

- “Staff will know what cultural safety means and why it matters.”
- “Staff will be able to explain mandatory reporting obligations.”
- “Staff can identify different types of harm, including grooming.”
- “Staff understand our Child Safety and Wellbeing Policy.”

Use tools like quizzes, role plays, or real-life scenarios to check learning.

Step 5: Plan Follow-Up Actions



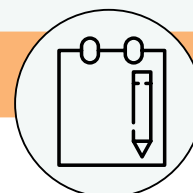
Decide what needs to happen after the training, such as:

- extra support or resources
- having attendees share key learnings with the rest of the team
- scheduling refresher or advanced sessions
- build in key messages to regular meetings
- Include safeguarding updates as a regular agenda item
- review current policies in light of new knowledge

Also plan how you'll **measure success**, such as:

- pre- and post-training quizzes
- feedback surveys
- staff behaviour changes
- fewer incidents or policy breaches

Step 6: Schedule the Next Session



Training should be ongoing, lock in your next session early—this helps keep learning consistent and builds momentum over time.

Consider ways to utilise free resources and self-facilitate trainings and discussions.

When providing new training sessions, build on what staff have previously learned so they can see how their skills and knowledge are growing.

