



LEARNING CATALOGUE

In Safe Hands Educators In Safety are very proud to offer Australian Child Care Alliance Queensland substantial discounts on the following online professional development courses.



AWARDS:

2018 – Australian Small Business Champion Awards Finalist
2017 – Moreton Bay Region Business Excellence Award Finalist
2017 – Australian Small Business Champion Awards Finalist
2016 – Telstra Australian Business Awards Qld Category Winner
2016 – Telstra Australian Business Awards Qld Finalist
2016 – Australian Small Business Champion Awards Finalist
2014 – Telstra Australian Business Awards 2014 Nominee

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3/1147 South Pine Road
Arana Hills, Qld, 4054

www.insafehands.net.au

1300 794 644
enquiries@insafehands.net.au

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About Us

Introducing *In Safe Hands Educators in Safety Pty Ltd*

Since 2005 *In Safe Hands Educators In Safety* have built an invaluable reputation as the most trusted provider of Child Protection services in Australia.

In Safe Hands Educators In Safety has provided training to employees of over 1000 Government, Corporate and not for profit organisations.

At *In Safe Hands Educators In Safety*, our practical experience as Detectives investigating and managing child abuse cases, and our formal training and studies in education, law and psychology, provide us with a unique insight into the issue of Child Protection. We have the ability, based on real world knowledge, to know what works and what doesn't. Children and adults need skills that are well practiced and part of their subconscious behaviour – rather than behaviours designed to be employed only in a time of crisis. Our strategies are simple, easy to use, and are easily adopted subconsciously into people's daily lives so that in a time of crisis, they are utilised without second thought.

At *In Safe Hands Educators In Safety*, we centre our teaching methodology on educating as real life teachers of real life lessons - teachers who have been there and seen things first hand and have the ability to convert this experience into valuable knowledge for others. But probably most importantly, we've all had our own children – so we understand the stresses and challenges facing parents, carers and educators today. We know what it's like to be pushed to breaking point, to feel frustrated, and to struggle when money's tight. We also know how important it is to keep our children safe – and we know this can only be done using real and practical strategies.

With all of our experience, we have a genuine appreciation of the realities of today's world. We know that text books don't have all the answers and that often the best lessons are learnt through experience. It's our experience we share which gives people a real and practical insight into Child Protection and into understanding current legislation and literature. We demonstrate how Child Protection strategies put in place consistently from an early age, can continue to protect children through to their adult years – and can then be passed on to their children, creating perpetual learning.

We offer a series of Child Protection courses both online and face to face, designed to meet mandatory training requirements and provide participants with the skills and knowledge to provide best practice Child Protection on a daily basis. Our unique and innovative training system embraces a proactive 'whole of population' approach to Child Protection, which has as its primary goal the prevention of child abuse.

Community Engagement

Please read more about our proud community engagement initiatives and the Charity we support on page 38.

Our Team

Our team is our family! Read more about the amazing professionals who have made this training possible on page 35.

Child Safe Accreditation Package

The new changes in Queensland Legislation surrounding mandatory reporting has exposed service Managers and Owners to higher duty of care requirements. The Royal Commission into Institutional Child Abuse has identified the importance for all organisations that have any contact with children or young people, either directly or indirectly need to demonstrate a child safe environment. The only way that an organisation can keep children safe and prevent child abuse and neglect is to ensure each and every member of the organisation understands their requirements and the organisations.

In Safe Hands Educators in Safety has produced a new product to support services through these new changes.

7 Steps 2 Safety Accreditation – Child Safe Organisation Package is an accreditation process for 12 months which includes:

1. Complete review and amendments of child protection policy and procedures

The *In Safe Hands Educators in Safety* team will conduct a review of the service's child protection policy and procedure and make recommendations of changes. These preferred amendments will be provided in a draft document for acceptance. These changes will include the legislative changes in mandatory reporting and the practicing of a child safe organisation.

2. Demonstrated culture of resilience, support and supervision

In Safe Hands Educators in Safety will provide the following to the service to develop a culture of support and resilience:

- 24/7 support line to discuss child concerns to ensure meeting mandatory reporting requirements;
- Support in utilising community agencies, including Family & Child Connect;
- Easy-use posters and palm cards to support the decision making process;
- Offer de-briefing strategies after any major concern.

3. Human Resource Practices surrounding child protection

In Safe Hands Educators in Safety will provide the following:

- Review of all employment processes to ensure meeting safe employment and Blue Card requirements;
- Processes for continual screening through employment;
- Development of support mechanisms to support staff exposed to child safety concerns.

4. Education and training

In Safe Hands Educators in Safety will provide all staff child protection training on mandatory reporting. (online, face to face, webinar).

5. Risk Management practices

In Safe Hands Educators in Safety will conduct Child Safety risk management audit of service and complete risk management audit.

6. Fostering engagement and communication

In Safe Hands Educators in Safety will:

- Provide free online child safety course to all parents.
- Provide child protection prevention “7 Steps 2 Safety” posters to services for display.
- Provide Service Certificate of accreditation of a “Child Safe Service”

7. Inclusion of discussion centred on feelings programing for children and parents

In Safe Hands Educators in Safety will:

- Provide 7 Steps 2 Safety online program to each educator
- Provide the service a Child Protection resource pack.

Please contact us to provide a free quote for this package.



Human Resource and Critical Incident Investigation & Management

In Safe Hands Educators in Safety can support organisations in internal investigations into allegations made against staff involving child safe practices or concerns. This includes interviewing informants, witnesses, staff and children to compile an internal report. Other services include compiling a communication strategy to protect the organisation through these complaints.

Please contact us to provide a free quote for this service.



Child Protection

Complies with: Section 166; Regulations 84, 162A, 168 Quality Areas 2,3,5,6 & 7

Our Child Protection Training System will assist educators, community groups, services, parents and professionals in the practical application of child protection and safety in education and care. Learn simple strategies to prevent abuse, recognise indicators and report concerns. Our courses comply with legislative requirements under the National Quality Framework and meet duty of care obligations regarding child protection.

Essential Child Protection series:

We offer a series of courses in our Essential Child Protection series:

Level 1 - Legal & Practical Response to Child Abuse (*Dedicated NESA Approved course for NSW Educators*)

Level 2 - Building a Protective Environment for Children

Level 3 - Early Intervention to Child Protection

Level 4 - Domestic & Family Violence and the Impact on Children

Level 5 - Types of Child Abuse and their Indicators

Level 6 - Identifying Grooming Behaviours

Level 1 - Legal & Practical Response to Child Abuse

Quality Areas 2, 5, 6, 7

This course is designed to be used for induction of new staff, and as a foundation or refresher course for those currently working in the care and protection of children. Upon successful completion, participants will be equipped with basic Child Protection skills sufficient to enable them to appreciate the importance of Child Protection, understand their legal obligations in relation to providing Child Protection, recognise indicators of child abuse and notify concerns appropriately.

Learning Outcomes:

- Definition of child abuse;
- Types of child abuse;
- Indicators of child abuse;
- Early Intervention and Prevention tools;
- Federal, State and Civil laws pertaining to child protection and civil liability;
- Child Protection requirements under relevant National Quality Frameworks;
- Reporting of child abuse;
- Managing disclosures;
- Recording and documenting;
- Understanding of relevant State Child Safe Standards.

Level 2 - Building a Protective Environment for Children

Quality Areas 2, 3, 5, 6, 7

This is our innovative signature Child Protection course that delivers essential lessons for the entire community. It is designed to assist professionals and the wider community to embed practical child protection strategies into their daily lives and the lives of all our children. A fresh approach to child protection that really works – right in front of your eyes – every day. We all use sunscreen every day to protect against skin cancer, and now we can use Child Protection strategies every day to protect against child abuse. You wouldn't let children ride a bike without a helmet, or play in the sun without a hat – so why let them out of your sight without essential Child Protection habits? This course takes a fresh approach to Child Protection using practical strategies that everyone can learn to use to protect themselves and others from child abuse. You will learn the **7 Steps 2 Safety** and appreciate the way they not only protect children, but transform your relationship with them.

Learning Outcomes:

- Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- The use of structured curriculum and informal interaction in child protection teaching;
- Inclusion of discussion centred on feelings in programming for children and parents;
- Programming that allows expression through communication and means other than words;
- Fostering ongoing engagement and communication with parents and children;
- Sharing resources and ideas to promote children's social and emotional development;
- 7 Steps 2 Safety program;
- Understanding of relevant State Child Safe Standards.

Level 3 - Early Intervention to Child Protection

Quality Areas 2, 3, 5, 6, 7

It is important for educators to understand and implement early intervention strategies to minimise the risk of abuse to children in their services. The success of these strategies is hinged on the ability to identify, support and connect the families to resources and services within your community. This course will also provide educators important updates and refresh their requirements around law and duty of care to meet National Quality Standards.

Learning Outcomes:

- Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- Understanding contemporary methodologies;
- Conducting environmental scans to identify risks to families and children;
- Programming and activities which assist in identifying at risk behaviour or concerns;
- Fostering ongoing engagement and communication with parents and children;
- Sharing resources and ideas to promote children's social and emotional development;
- Understanding of relevant State Child Safe Standards.

Level 4 - Domestic & Family Violence and the Impact on Children

Quality Areas 2, 5, 7

This course focuses on the increasing level of Domestic and Family Violence in our community at present and explores why people are victims and abusers, the impacts - both short term and long term of such violence on children and how we perceive violence as a nation. It explores the types of domestic violence, the signs, the symptoms and reasons why it is an underreported crime. It will further discuss your role as an Educator in the Early Years sector and ways in which you can help children and families being exposed to this type of violence.

Learning Outcomes:

- Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- What domestic and family violence is;
- Indicators of domestic and family violence;
- Impact of domestic violence on families;
- Understanding of the law and various orders associated with State and Federal Laws;
- Early intervention and prevention strategies;
- Recognising environmental factors, identifying issues, applying strategies and making timely referrals;
- Fostering ongoing engagement and communication with parents and children;
- Sharing resources and ideas to promote children's social and emotional development;
- Understanding of relevant State Child Safe Standards.

Level 5 - Types of Child Abuse & their Indicators

Quality Areas 2, 6, 7

This course assists early years educators, organisations and individuals to comply with their legislative requirements under the National Quality Framework and meet duty of care obligations regarding Child Protection. You have now been doing Child Protection training with us for at least 4-5 years so it's time that we had a look at the Types of Abuse and their Indicators again. Patterns of Abuse change throughout the years so it's a good idea to refresh your knowledge and learn some new facts and information about types of abuse. It's extremely important to be able to identify abuse in order to document and report it as required by various laws. This course will also provide Educators with important updates and refresh their requirements around law and duty of care to meet National Quality Standards. Upon successful completion, participants will be equipped with basic Child Protection skills sufficient to enable them to appreciate the importance of Child Protection, understand their legal obligations in relation to providing Child Protection, recognise indicators of child abuse, and notify concerns appropriately.

Learning Outcomes:

- Definition of child abuse;
- Types of child abuse;
- Indicators of child abuse;
- Federal, State and Civil laws as pertained to child protection and civil liability;
- Child Protection requirements under relevant National Frameworks;
- Reporting of child abuse;
- Managing disclosures, recording and documenting;
- Understanding of relevant State Child Safe Standards.

Level 6 – Identifying Grooming Behaviours

Quality Areas 2, 6, 7

This course examines the importance of understanding how to identify if a child is being groomed by a person and how to report incidences of child grooming. This course also provides Educators with important updates and refreshes their requirements around law and duty of care to meet National Quality Standards.

Upon successful completion, participants will understand what grooming is, how to identify grooming, understand their legal obligations in relation to grooming and Child Protection and notify concerns appropriately.

Learning Outcomes:

- Refresh of legislation, policies, reporting requirements and National Quality framework updates relating to child protection (inc relevant State Child Safe Standards)
- Understanding the definition of grooming
- Ability to identify the six steps to grooming
- Signs of grooming
- Vulnerable families and children
- How to recognise and report offences of grooming
- Dealing with disclosures
- Workplace - Environmental scan & Fool proofing your environment so that potential 'Groomers' can't survive
- Legislation relating to grooming offences

Safe Sleep Practices for Babies and Toddlers

in partnership with Australian Childcare Alliance
Queensland and College for Australian Early Childhood Educators

Regulation 168 & Quality Areas 2, 3, 6, 7

This short course has been developed for professionals working in the Early Years Education and Care Sector. It will provide a holistic response not only to safe sleep practices for young children but also healthy sleep practices. This course will teach practical processes which should be implemented to create consistent application of approved safe sleep and practices.

Learning Outcomes:

- Understanding safe sleep and rest practices
- Understanding of 'a safe environment' and approved equipment
- Legislative requirements surrounding safe sleep and rest practices
- Strategies designed to meet children's sleep, rest and relaxation needs
- Communication strategies with parents surrounding safe sleep practices
- Identifying potential hazards
- Provide tools to undertake a risk assessment regarding safe sleep practices



Food Safety with Nutrition Australia Qld

In Safe Hands Educators In Safety is committed to bringing the best online training to the Early Years Education Sector. Nutrition Australia Qld (NAQ) is a not for profit community based organisation, providing education and support for nutrition professionals and the community. NAQ offers an expert team of Accredited Practising Dietitians, Nutritionists and Health Promotion Professionals to ensure the very best in nutrition education and health promotion. Food Foundations is a program of NAQ for early childhood settings, offering a range of support services covering nutrition and food safety.

Safe Food Handling for the Early Years Sector

National Quality Standard: Element 2.1.2

Learning Outcomes:

- The importance of food safety in early childhood settings
- Potentially hazardous foods
- The temperature danger zone
- Expressed breastmilk and infant formula
- Receiving food and cold/frozen/dry storage
- Food preparation
- Grooming, personal habits and handwashing
- Cross contamination
- Cleaning
- Cooking, cooling, thawing and reheating
- Serving and self service
- Allergen control
- Food recall

Food Safety for Outside School Hours Care Educators

National Quality Standard: Element 2.1.2

Learning Outcomes:

- The importance of food safety in OSHC settings
- Bacteria
- High risk foods
- The temperature danger zone
- Food safety hazards
- Cross contamination
- Safe food handling
- Maintaining personal hygiene
- Keeping the food environment clean
- Food storage
- Food preparation
- Cooling, thawing, reheating
- Self-serving Allergies

Understanding Allergies and Intolerances in the Early Years Sector

National Quality Standard: Element 2.1.2

Learning Outcomes:

- The difference between allergies and intolerances
- Symptoms of allergies and intolerances
- Common food allergies and intolerances
- Allergy management plans
- Cow's milk allergy
- Peanut allergy
- Coeliac Disease
- Allergen control
- Managing children with allergies and intolerances
- Lactose intolerance
- Food chemicals
- Food additives
- Reading food labels

Safe Knife Skills

This course has been written by Cassandra Austin (of Womans Healthy Chef) in collaboration with NAQ Nutrition Training. Cassandra Austin is an accomplished Chef, consultant, recipe developer, culinary judge and past representative of Chefs Societies.

Learning Outcomes:

- Purchasing of knives and what should be in your knife toolkit
- Sharpening knives
- Using your knives
- Other factors important with knife safety
- Knife cuts lesson



www.naqlld.org

Food Nutrition **with Kids Dig Food**

Skills for eating, preparing and sharing food

Feeding kids in childcare is not only about WHAT children eat but HOW they are fed. Extend your basic nutrition knowledge further in real and practical ways The Feeding Kids in Childcare course will help support your role as teacher, role model and administrator by giving you the skills to determine WHAT the ideal diet for children looks like and HOW to approach feeding children. Learn how YOU as a childcare educator can help to positively influence children's developing relationship with food and with eating.

Learning Outcomes:

Food in first 6 months of life

- Breast or bottle? Does it really matter?
- Supporting breastfeeding in the childcare setting

Food from infancy to toddlerhood to early childhood

- When is the best time to introduce solid foods? Signs of readiness
- Introducing solid food – WHAT foods?
- Starting solids for children at risk of food allergy
- How to introduce solids for optimal oral-motor skill development
- Safety at meal times – recognising gagging and choking
- Identifying children who are having trouble with texture
- Nutrient requirements of young children
- Key nutrients of importance for childhood growth and development – a focus on Iron and Calcium

Helping kids develop a healthy relationship with food

- What does normal child eating behaviour look like?
- Getting kids to eat a variety
- Provision of food in childcare settings – what must you do?
- Parents and carers roles in feeding kids
- Why do kids become fussy with food?
- Why pressuring kids to eat backfires
- How children learn about food
- Big Picture goals for feeding kids
- How to create positive meal times in the childcare setting



www.kidsdigfood.com.au

Sustainability **with Sustainable Directions**

Small Green Steps *Quality Areas 3, 4, 5, 6*

The highly regarded Small GREEN Steps program, an online sustainability program specifically developed for the early learning sector, is now available through In Safe Hands. The program has been developed by Sustainable Directions Pty Ltd and is designed to help childcare services embed sustainable practices and teach children an appreciation of nature. This program is not an individual training course but is generally undertaken and managed by the Director, Enviro Officer or the Sustainability Committee. Certificates are issued in the name of the organization on the completion of each level. There is no timeframe to complete each level and they are completed at your own pace.

Program Content - There are four levels to complete - each containing 10 steps:

Level 1

The first 10 steps contained in Level 1 are designed to establish the road-map for your sustainability journey. In Level 1 we help you communicate your objectives and deal with any negative objections that may arise. We then provide the documents for you to form a sustainability committee, establish an enviro policy and create a sustainability Action Plan. Once key staff gain a basic understanding of the impacts and causes of Climate Change, your service can then complete a sustainability pledge to earn a Level 1 certificate to proudly display.

Level 2

Level 2 concentrates on monitoring and managing your main carbon emissions – electricity, gas and waste. We provide you with an energy tracking worksheet and then take you through a range of energy efficiency and waste management tips. Water conservation advice is also provided for indoor and outdoor areas. The completion of a Level 2 sustainability pledge will earn the respective certificate.

Level 3

In Level 3 we start with some advice on how to involve children on your sustainability journey with some enviro activities and tips to establish an enviro outdoor area. We then provide information on sustainability resources for educators including books, films and web links. Level 3 includes advice on getting Parents involved. By completing a Level 3 sustainability pledge, you will receive a Level 3 certificate.

Level 4

The final 10 steps of the 40-step program are designed to take your service to BEST PRACTICE level. This entails the completion of a detailed self-inspection on your premises using the Sustainability Inspection template provided. The remaining steps focus on the development of sustainable HR practices and showcasing your environmental achievements. Level 4 also includes a sustainability review of your main supplies and the sustainability of your key partners and/or governing body.

Individual Sustainability Training

Four online sustainability courses are now available through In Safe Hands. The courses have been developed by Sustainable Directions Pty Ltd, the developers of the Small GREEN Steps program and are designed specifically for childcare employees or home school teachers. Each course is undertaken as an individual training course and can be completed at your own pace. The courses feature a wide array of downloadable information and short video links. Certificates are issued in the name of each participant on completion of a number of short quiz questions on key information.

Program Content - There are four courses available that can be completed in any order:

Sustainability for Educators

This online sustainability course provides Educators with a basic understanding of sustainability and the environment in easy to understand terms. This will in turn help Educators embed sustainable practices at their service.

Plastic Pollution

The level of plastic that is currently floating in our ocean is growing at an alarming rate and poses an immediate danger to sea creatures and bird life. This short online sustainability course will give Educators an understanding of the extent of the problem and will also provide tips to reduce the use of plastic at work and at home.

Energy Efficiency

Experts believe that the use of coal-fired electricity is one of the main contributors to man-made climate change. This short online sustainability course will provide Educators with knowledge on how to track, manage and reduce electricity use in childcare centres. This will be not only good for the planet but will also help you save money by reducing your energy bills.

Supporting Children in Sustainability

It is very important to teach children an appreciation of caring for the environment to help them develop responsible habits at an early age. This short online sustainability course will provide Educators with valuable information in how to engage children in sustainability. In particular Educators will be provided with ideas for activities that encourage recycling and planting.

www.sustainabledirections.com.au



Work Health and Safety **with Sustainable Directions**

Quality Areas 2, 3, 7

Small Safe Steps

The highly regarded Small SAFE Steps program, an online safety program specifically developed for the early learning sector, is now available through In Safe Hands. The program has been developed by Sustainable Directions Pty Ltd and is designed to help childcare services meet their Work Health Safety Act and National Quality Framework safety requirements. This program is not an individual training course but is generally undertaken and managed by the Centre Director, WHS Officer or the WHS Committee. Certificates are issued in the name of the Centre on the completion of each level. There is no timeframe to complete each level and they are completed at your own pace.

PROGRAM CONTENT - There are four levels to complete - each containing 10 steps:

Level 1

The first 10 steps contained in Level 1 provide you with all the information and resources you need to help you embed a safety culture at your service. The steps include establishing a Safety Policy, a Safety Commitment Statement, a Safety Action Plan and Safety Performance targets. Risk Assessment templates are also available to download for various activities. The completion of a Level 1 safety pledge will then earn a Level One certificate for the Centre.

Level 2

Level 2 looks at how you report and manage any potential hazards at your Centre that could pose a risk to children, staff, volunteers or contractors. We then turn to the reporting and investigation of accidents or serious incidents and then move on to establishing a conflict resolution process. Level 2 concludes by looking at Ergonomics and Safety training. The submission of a Level 2 safety pledge will provide you with a Level 2 certificate.

Level 3

In Level 3 we start by looking at establishing some safety purchasing controls to ensure that all materials, supplies and equipment purchased for use in the Centre are safe. We then look at Evacuation and Lockdown procedures including the need to conduct practice drills. Other topics in Level 3 include a review of all Fire Safety Equipment, security measures and mandatory Child Protection training. The final topics in this level include First Aid management and Infection Control measures. The submission of a self-assessment Level 3 safety pledge will then earn a Level 3 Certificate.

Level 4

The final 10 steps of the program start with a review of any corporate risks such as financial sustainability, achieving accreditation and enrolments. We then look at contractor management and safety controls for building projects. The next few topics concentrate on minimising risks in the area of manual handling, electrical safety, falls & trips as well as water safety and storing hazardous chemicals. Introducing Health and Wellness initiatives then finish off the final level. A level 4 certificate is then available after the completion of a Level 4 Checklist. At the end of Level 4 you are also able to download a WHS Training Workbook that can be used in induction training for new staff or as an annual refresher for existing staff. Information on Playground Safety Specifications is also available to download.

Work Place Health & Safety (WHS) Induction & Refresher Course

All organisations are required by law to ensure that all employees, contractors and volunteers are provided with a safe working environment. Early learning services have an added responsibility to look after the safe wellbeing of children placed in their care. It is therefore crucial to provide work health & safety (WHS) training to all new staff, contractors and volunteers when they first commence with your organization. It is also extremely important to provide refresher training to all staff at least on an annual basis to ensure that safe practices remain top of mind. Certificates for these courses are issued in the name of the participant on the completion of the course material and successful completion of a short quiz on the material covered. Please note that the Safety Training courses do not include First Aid, CPR or Child Protection training. These obligations should be conducted by training specialists in these respective fields.

Program Content - There are TWO online WHS training course available:

WHS Induction Course

This course is aimed at any new full time, part-time, casual and even volunteers who commence work at your service. The course is relevant for all staff regardless of their position including Educators, Centre Directors, Admin Staff and relief staff. This course is general in nature and must be complemented with specific details of the building plan and location.

WHS Refresher Course

This course should be completed by all staff no longer than 12 months from completing the Safety Induction Course. The information contained in the refresher course is identical to the Safety Induction Course and is intended to remind staff of the key safety issues in order to maintain a safe environment for children and fellow employees.

Topics covered:

Both Safety Awareness training courses cover the following topics:

- Evacuation Procedures
- Lockdown Procedures
- Fire Management
- WHS Responsibilities
- Ramifications of Safety Breaches
- Lifting & Carrying principles
- Avoiding slips, trips & falls

Emergency Procedures and Response

with EPTAC

Emergency Procedures and Response in Early Education and Care

Quality Areas 2, 3, 7

This course has been designed to introduce early childhood educators and managers to emergency management.

Course Objectives:

- Understanding laws, regulations and standards related to emergency response in early childhood education and care
- Understanding the Emergency Control Organisation (ECO) and the structure
- How to identify emergency situations
- How to respond appropriately to emergencies
- Emergency equipment to be used during an emergency
- Assist with recovery and restoring normality



www.eptacaustralia.com.au



Manual Handling and Office Based Injury Prevention

with Workout Preventative Occupational Health Service

Quality Areas 2, 3, 7

Manual Handling Risk Management in the Childcare Sector

Early childhood and outside hours care can be a high-risk environment because you are manually handling children and equipment day in day out! Share the responsibility for safety at your childcare facility by providing staff with this customized online course. This 1-hour manual handling risk management course is designed to be practical and specific to your industry, the work environment and the tasks performed as a childcare worker.

Course Objectives:

- Increase awareness of manual handling hazards in the childcare sector
- Provide education in the legislative framework for manual handling risk management
- Encourage use of effective solutions based communication at work
- Provide skills based learning to prevent injuries and workplace accidents
- Encourage practise of new self management techniques to control the specific manual handling risks in childcare.

Course Objectives:

- Safety culture
- OHS Legislation
- What is manual handling and what is risky manual handling?
- Manual handling statistics
- Causes of manual handling injuries in childcare; Manual handling risk management process
- Body design and musculoskeletal injuries in childcare
- Manual Handling Risk Identification and conducting 'Mini risk assessments'
- Practical Self Help Skills > Ergonomic set up
- Communication and Consultation > Early Intervention
- Self Protective Techniques and strategies > Maintenance of 'S' curve > Eye care > Spinal bracing > Postural awareness > Manutention based postures and actions > Fitness for work > Stretch Exercises
- Risk management toolbox
- Take home messages

Practical Manual Handling Risk Management – The Do's and Don'ts

This 1-hour practical manual handling risk management course is a must for us all, whether working in a designated workplace, at home, offsite or remotely. This course can be provided as an Induction Program or Refresher Training for current staff, to offer participants skills training for application at work and home.

Manual handling risk management is not only a legislative requirement, but also smart business practice, demonstration of a safety culture and promotes longer-term health and wellbeing. Learn why and how effective manual handling risk management is a “WIN-WIN” for all, by understanding the evidence and seeing real worksite examples throughout this course.

We all perform manual handling everyday in everything we do, so learn new skills to recognize the activities that put stress on your body (manual handling hazards), practice new ways of moving and discover how you can manage the manual handling risks.

Course Objectives:

- Increase awareness of manual hazards in your work environment
- Provide education in the legislative framework for manual handling risk management
- Encourage use of effective solutions based communication
- Provide skills based learning to prevent injuries and workplace accidents
- Encourage practise of new self management techniques to control manual handling risks

Course Objectives:

- Safety Leadership, Safety Culture and Signs of Safety Culture
- OHS Legislation
- What is Manual Handling; Risky Manual Handling; Manual Handling Injuries & Statistics
- Causes of Manual Handling Injuries; Manual Handling Risk Management Process
- Manual Handling Risk Identification
- Communication, Consultation
- Practical Risk Management Tools: > Early Intervention > Ergonomic Set Up > Self Protective Techniques > Manual Handling Risk Management Tool Box > Take Home Messages



www.workoutohs.com.au

Office Based Injury Prevention – What I Need to Know and Do

This course is an engaging way to induct new employees to injury prevention or can be used as refresher course for current staff. This is a practical 35 minute course, aimed at motivating you to look after yourself in the office working environment and avoid getting an injury which has the potential of seriously restricting your life at work, home and play. It uses over two decades of knowledge base, research and findings from conducting Workplace Assessments in the office environment. The course aims to provide you with practical strategies to manage health & safety risks and equip you with new skills and a fresh, healthy approach to working in an office.

Learning Objectives:

- To define the concept of office ergonomics
- To identify why there are safety risks in the office environment
- To recognise the potential office hazards
- To understand the health & safety statistics related to office ergonomics
- To increase knowledge base of manual handling risk management
- To gain skills in injury prevention and self management techniques.



Guiding Children's Behaviour

Guiding Children's Behaviour - Early Years

Quality Areas 3, 4, 5, 6, 7

This course fearlessly tackles the biggest issue in child care and schooling to date: dealing with behaviour, aggression and melt downs in children (aged 2-5). We workshop rampaging children and deal with aggression safely and effectively in a care environment. We discuss the differences between bad behavior and emotional meltdowns, why it happens, how to prevent it, and finally how to manage violent situations to protect yourself while adhering to a duty of care for the child. We also give some great tips and simple guidelines to develop policy in relation to the reporting of incidence and special needs of children to involve parents and minimise future occurrences. These strategies include the early detection and treatment of special needs kids (including autism and A.D.H.D. and other spectrum disorders) and having a strategically approach to informing and supporting parents in gaining a diagnosis. Of course the toddler isn't always the greatest challenge in a carer's day, sometimes the parent is... we will help you understand parents and what makes them tick in today's society.

Learning Outcomes:

- Identifying normal childhood behaviours;
- Contemporary methodologies that impact behaviour;
- The impact of rest, noise and nutrition on children's behaviour;
- The development and implementation of behaviour management plans;
- Containing and controlling violent outbursts by children and protecting yourself, staff and children;
- Staff mental health and wellbeing;
- Controlling bites, scratching and violent tantrums;
- Distraction techniques and focusing on children hurt by the incident;
- Developing policy: who do you call, who supports, isolation and relocation zones, reporting the incident and developing strategies.

Guiding Children's Behaviour - Outside School Hours Care

Learning Outcomes:

Prevention of violent outbursts by children:

- Identifying normal childhood behaviours and early detection of autism and ADHD.
- Duty of care implications.
- The impact of rest, noise, and nutrition on children's behaviour.
- Policy on notifying parents and guardians of possible spectrum disorders.
- Developing lesson plans to integrate children with learning disabilities.
- Containing and controlling violent outbursts by children and protecting yourself, staff and children.
- Controlling bites, scratching and violent tantrums.
- Isolating the child from the main population.
- Distraction techniques and focusing on children hurt by the incident.
- Developing policy: who do you call, who supports, isolation and relocation zones, reporting the incident and developing strategies.

Engaging Cooperation & Dealing with Difficult Behaviour **with Key to Kids**

Key to Kids is an education consultancy for parents and educators. Based on the work of internationally acclaimed book 'How to talk so kids will listen & Listen so kids will talk' by Adele Faber and Elaine Mazlish, this two hour workshop looks at respectful ways to encourage young children to fulfil everyday tasks without dispute. It uses a range of practical examples and encourages early childhood educators to reflect on their own practices and apply new skills to familiar situations for successful outcomes.

Engaging Cooperation (with 2-5 year olds)

Quality Areas 5, 6, 7

Course Content:

- Acknowledging children's feelings, in order to help them resolve their own problems
- Reflecting on our own feelings and the impacts that our emotions can have on the way we relate to others
- 6 methods to engage cooperation, to reduce stress and gain control in an educational environment
- Problem solving to resolve ongoing issues, with shared goals for a resolution
- Methods of praise, to support children for continued success

Learning Outcomes:

Upon completion of this course, participants will be able to:

- apply 3 skills to acknowledge a child's feelings, as well as methods to regulate own emotions.
- apply 6 skills to engage cooperation respectfully, without yelling.
- apply the 5 step problem-solving strategy to ongoing and difficult situations.
- understand methods of descriptive praise to encourage desirable behaviours.

Dealing with Difficult Behaviour (Children aged 4-12 years)

Course Content:

- Acknowledging children's feelings to help them problem solve and move forward in difficult situations
- Understanding that behaviour is a form of communication and be able to adapt instructions based on individual needs
- Descriptive praise as a method of encouraging future desirable behaviour
- Addressing difficult behaviour through a 5-step method
- Communicating effectively with parents, including passing on difficult news and supporting home messages with consistent approaches
- Keeping communication clear and having consistent approaches to behaviour management within an educational setting with other staff

Learning Outcomes:

Upon completion of this course, participants will be able to:

- Understand that behaviour is a form of communication and be able to adapt instructions based on individual needs
- Use descriptive praise as a method of encouraging future desirable behaviour
- Address difficult behaviour through a 5-step method
- Communicate effectively with parents, including passing on difficult news and supporting home messages with consistent approaches



Click [here](#) for further information on Key to Kids

www.keytokids.com.au



Other Topical Training Available

Dealing with Custody Disputes, Relationship Breakdowns, Family Law Court and Domestic Violence Orders in the Early Years Sector

This course equips Educators with the skills needed to successfully deal with difficult situations. This includes custody disputes and the potential of conflict. This course also provides easy step by step [processes in dealing with court orders associated with these disputes over children.

Learning Outcomes:

- Understanding Federal, State and Civil law around court orders involving children and domestic violence;
- Communication and management strategies when dealing with conflict;
- Developing safe response practices within the early years environment to defuse any threat associated to access of a child;
- Responding to the emotional needs of children involved in these situations;
- Community and professional support available.

Engaging Your Service Community Course

Learning Outcomes:

- Understanding - what is your community
- Identifying needs of a community
- Building Links within your community
- How children can participate
- Engaging parents to influence your community
- Community involvement in the services operation.



Pricing: In Service Workshops

In Safe Hands are available to conduct in service workshops specifically tailored to your service.

We attend your work location and provide the training to your staff at a time that suits you – either during the day or in the evening after work.

Many services choose to complement their staff online training with in service presentations to senior staff or management.

You are able to combine more than one service but conditions apply.

Please contact us to obtain a quote for a workshop. We pride ourselves on travelling anywhere in Australia at any time.

Pricing: Webinars

In Safe Hands are available to conduct Webinars specifically tailored to your service.

We provide the training to your staff at a time that suits you – either during the day or in the evening after work.

Many services choose to complement their staff online training with webinar presentations to senior staff or management.

These webinars are live and not recorded sessions. This allows educators to still actively participate and ask questions.

Please contact us to obtain a quote for a webinar.

Discounted Pricing: Online Courses

** Please note: the ACA Member pricing has a 20% discount applied; At time of purchase, the Service needs to advise In Safe Hands Educators in Safety Pty Ltd that they are an ACA member otherwise the discount will not apply.*

Course	Number of Users	ACA Member Pricing *
Child Protection (per level)	1 - 10	\$36.00 + GST
	11 - 30	\$32.00 + GST
	31+	Contact us for a price
Safe Sleep Practices	1 - 14	\$30.00 Inc GST
	15+	\$25.00 Inc GST
Food Safety with NAQ: <ul style="list-style-type: none"> • Early Years • OSHC • Understanding Allergies & Intolerances • Safe Knife Skills 	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST
Food Nutrition with Kids Dig Food	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST
Sustainability: <ul style="list-style-type: none"> • Small Green Steps Program • Small Safe Steps Program 	Level 1	\$64.00 Inc GST
	Level 2	\$64.00 Inc GST
	Level 3	\$64.00 Inc GST
	Level 4	\$64.00 Inc GST
Sustainability for Individual Users <ul style="list-style-type: none"> • Sustainability for Educators • Plastic Pollution • Energy Efficiency • Supporting Children in Sustainability 	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST
Work Health & Safety: <ul style="list-style-type: none"> • Induction • Refresher 	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST
Emergency Procedures	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST
Manual Handling & Office Based Injury Prevention training	1 – 20	\$32.00 + GST
	21 – 40	\$28.00 + GST
	41 – 100	\$20.00 + GST
	100+	\$16.00 + GST

Course	Number of Users	ACA Member Pricing *
Practical Manual Handling Risk Management	1 – 10	\$35.20 inc GST
	11 – 20	\$33.45 inc GST
	21 – 40	\$30.80 inc GST
	41 – 60	\$29.05 inc GST
	61 – 200	\$26.40 inc GST
	201 – 500	\$22.00 inc GST
	500+	\$17.60 inc GST
Guiding Children's Behaviour <ul style="list-style-type: none"> • Early Years Sector • Outside School Hour Care • Engaging Cooperation with 2-5s • Dealing with Difficult Behaviour 2-12s 	1 – 10	\$32.00 + GST
	11 - 20	\$28.00 + GST
	21 - 30	\$20.00 + GST
	31 - 60	\$16.00 + GST
	61+	\$12.00 + GST

Set up and ongoing use of the online portal is free. Each participant requires their own course and certificates issued upon completion.

Please note: there is a minimum time set for each course. If educators rush through the course without reading the course material, their certificate will not be available for download.

For further information on these courses, or if you have further questions please do not hesitate to contact us. We look forward to the opportunity of providing training to your service.



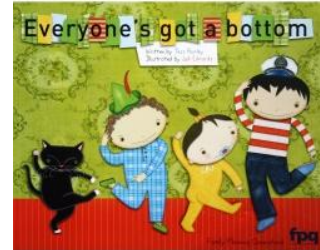
Resources Available

[Click here](#) to purchase any book now!

Everyone's Got a Bottom

We all have bodies and we all want to keep them safe. A colourful storybook for parents and carers that helps gently start conversations about personal safety with children aged 3-8. Winner of the 2007 Child Protection Week Award for an Education Initiative. More than 20,000 copies sold.

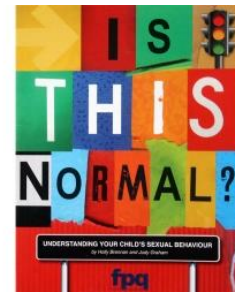
\$20.00



Is This Normal?

This Book provides parents and carers with an explanation of the Traffic Lights Framework for understand and responding to children's sexual behaviours.

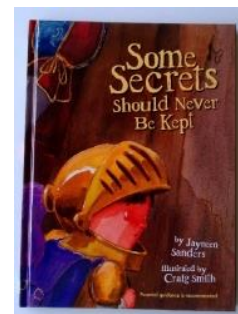
\$20.00



Some Secrets Should Never Be Kept

Some secrets Should Never Be Kept is a beautifully illustrated picture book that sensitively broaches the subject of keeping our children safe from sexual interference.

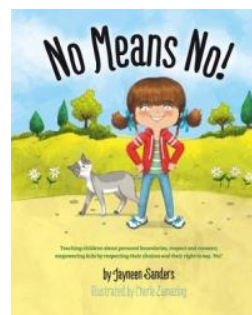
\$25.00



No Means No!

No means No! is a 26 page full colour children's picture book about an empowered little girl who has a very strong and clear voice in all issues, especially those relating to her body and personal boundaries. This book can be read to children 3 to 9 years.

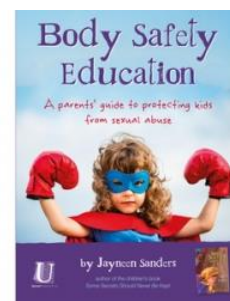
\$15.00



Body Safety Education

A Step-by-step guide for parents and carers on how to protect children from abuse through personal Body Safety Education. This guide contains simple, practical and age-appropriate ideas, as well as important information on how abusers groom. Body Safety knowledge empowers children.

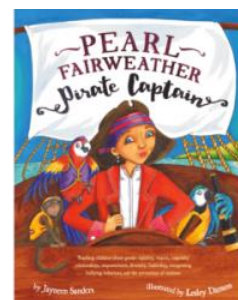
\$16.00



Pearl Fairweather, Pirate Captain

Pearl Fairweather, Pirate Captain – Teaching children about gender equality, respect, respectful relationships, empowerment, diversity, leadership, recognizing bullying behaviours, and the prevention of violence.

\$15.00



No Difference Between Us

A book to empower children and teach them from the earliest of years about gender equality, respectful relationships, feelings, choice, self-esteem, empathy, tolerance, and acceptance. Suitable for children 3-9 years.

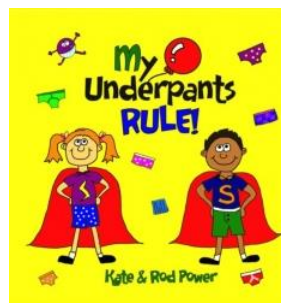
\$15.00



My Underpants RULE!

The FUN, EASY way to keep kids SAFE! Written for everyday parents, carers and educators, this book empowers children to understand “What’s under my pants belongs ONLY to ME! Protecting your kids is CHILD’S PLAY!

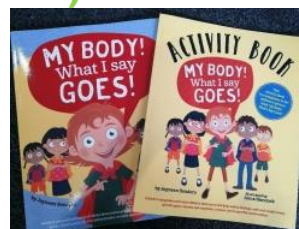
\$27.00



My Body! What I Say Goes! (Book & Activity Book)

A book to empower and teach children about personal body safety, feelings, safe and unsafe touch, private parts, secrets and surprises, consent, and respectful relationships.

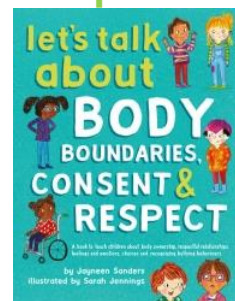
\$15.00



Let’s Talk About Body Boundaries, Consent and Respect

Teaching Young Children about body boundaries, both theirs and others, is crucial to child’s growing sense of self, their confidence and how they should expect to be treated by others.

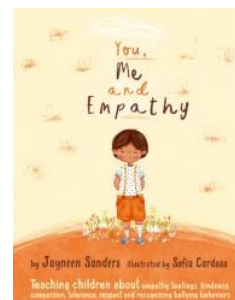
\$15.00



You, Me and Empathy

This charming story uses verse, beautiful illustrations and a little person called Quinn to model the meaning of empathy.

\$15.00



How Big Are Your Worries Little Bear?

Little Bear is a worrier. He worries about everything! But with Mama Bear's help, he soon learns his worries are not so big after all. Through this engaging story children will learn that everyday worries and fears can be overcome. Discussion questions and extra hints to help children manage anxiety are included.

\$15.00



Body Safety Education Preschool Teachers Resource Kit

This comprehensive Teacher's Resource Kit has been carefully designed to make the teaching of Body Safety, respectful Relationships and Gender Equality to teach children in preschool simple, age-appropriate and empowering.

\$160.00



Body Safety Education Primary School Teachers Resource Kit

This comprehensive Teacher's Resource Kit has been carefully designed to make the teaching of Body Safety, respectful Relationships and Gender Equality to teach children in primary school simple, age-appropriate and empowering.

\$170.00



Resilience

Meet Emmi! She is resilient, independent and courageous. She always tries her best, and even when the going gets tough, Emmi never gives in. This charming story uses verse and beautiful illustrations to model resilience, persistence, and the ability to face challenges with tenacity. Children who are resilient are brave, curious, confident and problem solvers.

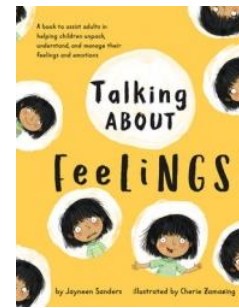
\$15.00



Talking about Feelings

This book encourages children to understand and manage their changing feelings and emotions, and to talk confidently about how they are feeling. Providing children with the skills and the words to express their feelings is the key helping them move forward in a positive manner.

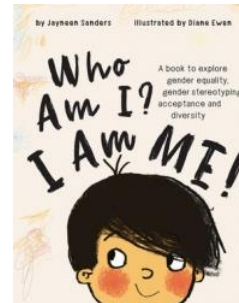
\$15.00



Who Am I? I Am Me!

Frankie loves dress-ups, playing soccer, visiting Grandpa, cooking pancakes, and so much more. Frankie loves what Frankie loves! The choice is always Frankie's. Allowing your child to do the things they love and simply be themselves is one of the greatest gifts you can provide.

\$15.00

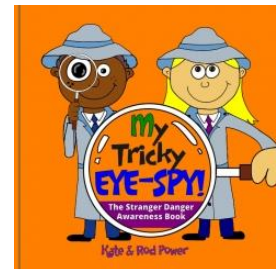


My Tricky Eye-Spy

Bright, lively, fun and engaging, this book teaches children to be confidently aware and reinforces the need to check with a SAFE adult before they do anything with a stranger.

"The catchy, Tricky EYE-SPY rhyme will stay with them for life"

\$27.00



Please note: postage charges will apply

Our Key People

Michael Pecic - CEO

Michael has nearly 30 years' experience in child protection case management, investigation and education. He served with distinction as a Detective with the Queensland Police Service for 20 years investigating child abuse offences, being awarded the Assistant Commissioner's award for dedication to child protection. His key achievements and experience included:

- 2018 Australian Small Business Awards Entrepreneur Finalist
- 2017 Australian Small Business Awards Entrepreneur Finalist
- Awarded a Churchill Fellowship to extend his expert knowledge on international child protection practices. This included 8 weeks' study of child protection practices in America.
- A member of the International Society for the Prevention of Child Abuse and Neglect (ISPCAN) since 2011.
- A member of the Australian Government Advisory Child Protection Committee.
- Lead Investigator in over 10,000 child protection investigations over a 19 year period as a Detective in Child Abuse Units with the Queensland Police Service.
- Officer In Charge of the busiest Child Protection Investigation Unit in Australia for 3 years.
- Lead the investigation into the "Baby Kate" Ombudsmen report, which made key recommendations to sweeping changes to Government child protection practices.
- Served as the Chief Inspector for the Royal Society for the Prevention of Cruelty to Animals Queensland for 4 years where he worked closely at an executive level with Government Departments in regard to legislation and community expectations.
- Founder and CEO of *In Safe Hands Educators In Safety Pty Ltd*.
- He has dedicated the last 10 years to education and awareness of child protection issues.
- He has formal qualifications in management, training, investigation practices and public safety.

Tracie Pecic - Company Director

As a mother of two young boys Tracie knows and understands the safety issues presented to parents on a daily basis. Having dedicated 20 years serving Queensland as an operational Police Officer she is also very aware of the real dangers these safety issues present to young children. Her key achievements and experience included:

- 10 years she has investigated and managed complex and sensitive child abuse and neglect cases.
- First female officer attached to the Queensland Police Service Public Safety response group. She has undertaken specialist training in public safety, response and education.
- She has a Bachelor of Arts in Criminology and Criminal Justice, an Advanced Diploma of Public Safety (Police Investigation) and other key qualifications in community safety.
- Tracie is currently completing her Diploma of Child, Youth and Family Intervention.

Jim OBrien - Operations Manager

Jim is a father of two and a grandfather of one. Jim has in excess of 26 years' policing experience in investigating and case managing complex and protracted child protection matters. He was a senior advisor for the Queensland Government multi-disciplinary SCAN (Suspected Child Abuse and Neglect) Team system and sat on five different SCAN teams in Queensland.

Jim has also served as the Vice Chairman and is a life member of PACT - Protect All Children Today, a not-for-profit organisation that supports non-offending children and their families in the Criminal Justice System. Jim also served on the Board of Directors for MacKillop Community Services Queensland Limited which oversees a number of community-based Josephite ministries operating under the ethos of Mary MacKillop in caring for people in need.

Jim's public speaking and presentation skills have received positive feedback from participants who have been grateful that his style can deliver valuable child protection messages in an informal and non-confrontational method.

Janet Kurz - Online Learning Manager

Janet is a mother of three young children. Her children are all active members of local sporting groups, so she understands the benefits of children in sport and the issues that can arise in the lives of young children.

Janet enjoys supporting and volunteering for the local basketball league in which her child are part of. Throughout the years she has taken on several volunteer roles in her children's sporting teams including coach and team manager.

Janet and her family are active community members in a number of areas which include her local church group and her children's college community. Since her children started school, she has been an active committee member of their P&F and pastoral care group.

Janet has worked for *In Safe Hands Educators in Safety* for over 5 years and is currently studying a Diploma of Child, Youth and Family Intervention.

Previous to her employment with *In Safe Hands Educators in Safety*, she worked in Human Resources within the Mining and Construction Industry for over 13 years.



Testimonials

Kara Parata, Head of Victoria, Oxanda Childcare Pty Ltd

In Safe Hands has been an invaluable resource for our business. Making sure all of our Educators are up to date with the most relevant and detailed training is so important in the Early Education Industry and In Safe Hands consistently deliver this.

From setting up the training, calling for assistance or even the liaising from our Centre Managers to their support staff was all easy, time efficient and trouble free. I would highly recommend this company to any individual or business seeking workshops, webinars or targeted training.

Duncan Lloyd, Training Manager, Queensland Police-Citizens Youth Welfare Association

As the Training Manager of Queensland Police-Citizens Youth Welfare Association I am writing this letter to demonstrate my support for In Safe Hands.

The nature of the relationship has been that In Safe Hands is engaged to deliver online training services and support for many of our employees. The standard of service and support provided has been of a high quality.

Peter Elmore, Rector, Padua College

Padua College partners with In Safe Hands for all of our Student Protection requirements. Teachers, general staff, coaches and volunteers all complete individually tailored, online and self-paced learning modules to compliment the annual face to face delivery of legislative understanding and updates. The online modules have been written to personally meet the needs of our diverse community. The immediate feedback and self-management platform provide an easy and effortless capability to ensure capacity development amongst staff and volunteers. Most impressive though, is the personal support offered by the team at In Safe Hands around staff engagement and advice on student related issues. Working with In Safe Hands has certainly provided a level of confidence and assurance in working towards the protection of our students.

Robert Wight, Education Coordinator, Professional health Network, an Australian Government Initiative

Michael delivered a highly engaging and practical presentation to general practice staff on practical solutions for aggressive behaviours. Michael's experiential approach reinforces learning and gives participants skills to take back to their own workplace. We received excellent feedback from all participants who attended this education session.

Our Community Engagement

Charity Partner

In Safe Hands are very proud to be a major sponsor of “The Good Choice Project”, a charity that is making a difference in young peoples lives by providing valuable life lessons around safety and wellbeing.

Read more at www.thegoodchoiceproject.org.au



IN SAFE HANDS EDUCATORS IN SAFETY PTY LTD

3/1147 South Pine Road Arana Hills, Qld, 4054

www.insafehands.net.au

1300 794 644

enquiries@insafehands.net.au