

Mandatory reporting of harm and exploitation of children

Director or manager training declaration form

Workplace			
Division			
Branch			
Director or manager declaration			
<p>I hereby declare that staff and volunteers under my management, who work directly with children and students, have attended or completed one of the following:</p> <ul style="list-style-type: none">• a mandatory reporting training session delivered by me or another appropriate person• the online mandatory reporting of harm and exploitation of children training available through MyLearning. <p>Everyone who participated in the training or completed the online training, has signed and dated the Acknowledgement of attendance or completion section.</p> <p>I am aware that I am responsible for ensuring that those who do not undertake training at the start of each semester, must complete the training at the earliest convenience and, for new staff, this must be within one week of commencement.</p> <p>The training attendance or completions will be entered in the professional learning database and a signed copy saved in the Department of Education's records management database, Territory Records Manager.</p>			
Principal details			
Name			
Signature		Date	

Acknowledgement of attendance or completion

I hereby acknowledge that I have either:

- attended a training session where I have been provided with information about mandatory reporting requirements
- completed the online mandatory reporting harm and exploitation of children training available through MyLearning.

Name	Position	Signature	Date	Delivery method	
				Training Session	Online training
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N
				Y/N	Y/N

Note: insert additional rows as required