

# Declaration

I've read the Mandatory All-Staff Training *Key messages guide 2023*, and acknowledge that:

- I need to work ethically, protect departmental information, work safely, and respond appropriately to any suspicion of student harm
- I need to follow the department's policies and procedures (including blue card requirements) as required
- I know where to get further information or support.

I also know the *Key messages guide 2023* Record of Completion:

- is valid for 12 months
- is recognised in all departmental facilities and schools
- can be used to show I have read the *Key messages guide*.

**Contractor, volunteer, visitor, or preservice teacher or other adult student on placement to complete**

<b>Name</b>	
<b>Signature</b>	
<b>Name of parent/caregiver*</b>	
<b>Date</b>	

\* To be signed by a parent/caregiver if the preservice teacher or other student on placement is under 18 years.



## Record of Completion

The Mandatory All-Staff Training program's *Key messages guide 2023* is valid for 12 months from the date of issue.

<b>Contractor, volunteer, visitor or preservice teacher or other student on placement</b>	<b>Principal or manager</b>	<b>School stamp</b>
<b>Name:</b>	<b>Name:</b>	
<b>Signature:</b>	<b>Signature:</b>	
<b>Date:</b>	<b>Date:</b>	

If you have any questions or concerns about the information in this guide or completing the declaration, please speak to a supervisor, manager or principal.