

QWaLC Child Safe Documentation

Acknowledgement

For committee members, employees, contractors and volunteers involved in child-related activities or child safety responsibilities.

Group/organisation _____

Person's full name _____

Role/position _____

Email or phone _____

Documents received, read and understood

- ☐ Child Safe Policy
- ☐ Child Safe Code of Conduct
- ☐ Complaints and reporting procedure
- ☐ Activity-specific risk assessment and emergency arrangements
- ☐ Photography, online communication and privacy requirements
- ☐ Blue Card and suitability requirements relevant to my role
- ☐ Other: _____

Declaration

I confirm that I have read and understood the documents marked above. I agree to follow them, maintain professional boundaries, use approved communication channels, listen to children, and report any safety concern, disclosure, complaint or breach promptly. I understand that I must not investigate allegations myself or promise secrecy. I will disclose any change that may affect my Blue Card status or suitability. I understand that breaches may lead to removal from child-related duties, disciplinary action, ending my role and/or referral to external authorities.

EMERGENCY AND REPORTING

If a child is in immediate danger or a life-threatening situation, call 000. Report all child safety concerns internally to the nominated Child Safety Contact, while also completing any external report required by law.

Name _____

Signature _____ Date _____

Inducting person/witness _____

Signature/date _____

Quick knowledge check

Question	Response
Who is the Child Safety Contact?	
What will you do if a child tells you they have been harmed?	
Which communication channels are approved?	
What key controls apply to your activity?	

Record keeping: Store this signed form securely with induction and training records. Review acknowledgement when documents or the person's role materially change.