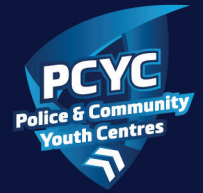


# Staff Operational Handbook Declaration



## Declaration

As an employee (paid, unpaid or contractor),

I declare that I am or will be involved in work that relates to children and young people and I confirm that I:

- » Have been provided with a copy of the PCYC Safeguarding Framework and Operational Handbook, which contains all policies, procedures and guidelines that relate to the safeguarding of children and young people involved in any PCYC program or activity.
- » Have been given an opportunity to have any questions addressed by the PCYC Safeguarding Manager or Training Consultant.
- » Have read, or have had read to me, and understand the policies, procedures and guidelines within the PCYC Safeguarding Framework and Operational Handbook which includes the Code of Behaviour.
- » Will abide by the requirements of the PCYC Safeguarding Framework and Operational Handbook.
- » Will attend the required Safeguarding Training.
- » Am aware of the information sessions available to me that relate to safeguarding children and young people, the details of which can be found on the PCYC/Safeguarding Website/ Intranet.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Where a conviction or prosecution is indicated on the Declaration Form, that information will be brought to the attention of the PCYC CEO. A copy of this form is to be returned to PCYC People and Culture Manager, where it will be kept on staff personal files, together with Working With Children documents and other recruitment and screening documents which may be applicable.