

# Child Safe Training Session Enquiry

The Office of the Children's Guardian considers requests from organisations that would like to host a free child safe training session. To make a request please complete and submit this form.

Contact name:

Name and location of organisation:

Contact no:

Email address:

Training location:

Date(s) requested:

Number of people:

Participants:

Which child-related sector do you belong to?

Briefly outline what you would like to get out of the session? Or any other comments?

What equipment will be available at the venue:

Laptop

Data Projector

Speakers

Tea/Coffee Provided

Tea Coffee Facilities

Screen/Whiteboard

All requests are considered as part of our annual education program. A member of the team will contact you if we are able to accommodate your request. Please allow up to 14 days for a response.

Alternatively send the form by email to [childsafes@kidsguardian.nsw.gov.au](mailto:childsafes@kidsguardian.nsw.gov.au)

Thank you for submitting your request.

**Office Use Only:**

Date approved \_\_\_/\_\_\_/\_\_\_ Approved by: \_\_\_\_\_ Proposed training date: \_\_\_/\_\_\_/\_\_\_

Confirmed Date of Training \_\_\_/\_\_\_/\_\_\_ Confirmed Address of Venue \_\_\_\_\_

Confirmed numbers from organisation \_\_\_\_\_ Open to the Public YES / NO Flyer Sent YES/NO