Staff Training Acknowledgment Form

A sign-off showing each staff member read and was trained on the academy's safety policies.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Staff member name: _____

Role: _____

I Have Read and Been Trained On

☐ Staff and Volunteer Code of Conduct

☐ Minor Athlete Abuse Prevention Policy

☐ Private Lesson Policy and Two-Adult Rule

☐ Electronic Communication and Social Media Policy

☐ Incident Reporting and Parent Notification Procedure

☐ Mandatory Reporting Guide for Staff

☐ Emergency Action Plan and Injury Response Procedure

☐ [Other policy]

I understand these policies, I agree to follow them, and I know that breaking them can lead to removal from the academy. I understand that I may have a personal legal duty to report suspected child abuse.

Training topic	Date completed	Trainer

Signatures

Staff member name: _____

Signature: _____

Date: _____

Owner or director name: _____

Signature: _____

Date: _____

Notice

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