

From: MACY
Sent: Monday, 14 November 2016 5:02 PM
To: [REDACTED]
Subject: Working with Children Checks/Working with Vulnerable People
Attachments: Working with Children Check and Working with Vulnerable People - Instruc....docx
Importance: High

Hi all,

It is a requirement of YMCA NSW that any staff over the age of 18 holds a CLEARED Working with Children's Check (WWCC) or Working with Vulnerable People (WWVP in ACT).

This is a reminder that you have either;

- A) just turned 18 years of age
- B) are about to turn 18 years of age
- C) your WWCC/WWVP coming to expire
- D) your WWCC/WWVP is expired

If you have turned 18, are about to turn 18 years of age or your WWCC/WWVP coming to expire or your WWCC/WWVP is expired and have completed your WWCC/WWVP application, please give a copy to your Manager ASAP.

If you are now 18 years of age and have not provided your WWCC/WWVP application to your Manager, you cannot be rostered for work. It is a responsibility of your employment to not work until your WWCC/WWVP is **CLEARED and VERIFIED** by HR at Support Services.

If you are turning 18, you can apply for your WWCC up to 90 prior to your birthday.

Please follow attached instruction document on how to apply for WWCC/WWVP

Regards,

[REDACTED]

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