



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

Memo

To: All Caringbah region staff
From: Liam Whitley
CC: Jacqui Barnat, Anne Mary Nolan, Irene Minos and Shane Demir
Date: June 19, 2013
Re: Incident in Holiday Adventures

Dear All,

Late in the afternoon of Friday 30th September the YMCA was advised by 2 parents of an alleged incident that took place that day between a staff member and their child in our care.

The matter is now in the hands of the Police following the parents' direct report to them.

Whilst the matter is fully investigated by the Police the staff member will receive our full support. They have been stood down on full pay until such time as the investigation is complete.

We ask for your assistance at this time in keeping any rumours you may hear to yourself so as to protect the reputation of the individuals involved. If this does occur please contact Anne Mary Nolan on [REDACTED].

In the event that a parent asks a question in relation to an incident involving a child /family other than their own or the involvement of a YMCA staff member, please let them know that you are unfamiliar with the incident. Please advise that you will pass their concerns on to management or they can contact Anne-Mary Nolan the Children's Services Program Manager on [REDACTED] (Ensure that you try to steer the parent to an area where others will not over hear your conversation. Please notify Anne-Mary after the parent has left via phone).

We will advise you further once the Police investigation and report is at hand.

If you wish to discuss anything related to this memo please contact Anne Marydirect.

Regards

A handwritten signature in black ink, appearing to be 'Liam Whitley', written over a faint, large, stylized 'Y' shape that is part of the background or a watermark.