



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

Memo

To: All Children's Services Staff (Full Time, Part Time and Casual)
From: Anne Mary Nolan
CC: Jacqui Barnat, Irene Minos, Liam Whitley
Date: 5th December 2011
Re: Compulsory Child Protection Briefing

Dear Children's Services Staff,

To ensure we are always at the forefront of Industry standards we are conducting **Compulsory Child Protection Briefings** for all Coordinators and Assistants (Full Time, Part Time and Casual Staff) as follows:

Tuesday 13th December 1.00pm to 2.30pm Y Caringbah OSHC

The Compulsory Child Protection Briefing involves the reiteration of policies and procedures. In order to complete this session successfully, please ensure all staff read the following policies prior to the 13th December;

- Child Protection
- Childsafe Code of Conduct
- Collecting Children: Absent Children
- Collecting Children: From School
- Collecting Children: Missing Children
- First Aid: Facilities and Qualifications
- Communication
- Transportation: Centre and Public Vehicles
- Participation and Access of Children with Additional Needs

Please note: All policies are available at your OSHC Centre in the 'YMCA Children's Services Policy Folder'.

We will also be commencing a sign off procedure to ensure all staff are aware and up to date with our policies and procedures.

Thank you for your cooperation.

Kind regards,

Anne Mary Nolan
Children's Services Program Manager

Note: Attendance is compulsory for all staff. Please ensure you are available.