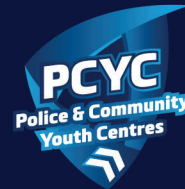


Cessation of Child-Related Work form



Centre name: _____

Activity/Program name: _____

This form is to be completed by the Centre Manager or Safeguarding Officer and a copy sent to the Safeguarding Manager at safeguarding@wapcyc.com.au who will also provide a copy to the Manager for People and Culture.

First name: _____ Surname: _____

Address: _____

WWCC Number _____ PCYC Role _____

Our records indicate that your Working with Children's Card expired on _____. Effective immediately, you can no longer continue in child-related work at the PCYC until notification of your new application, by production of a receipt, is forwarded to the People and Culture Manager and Safeguarding Manager.

- A Safeguarding Incident Report Form has been received with direct implications to you. Effective immediately, and until this matter has been assessed and finalised by the Safeguarding and People and Culture team, you can no longer continue in child-related work at the PCYC.
- Notification of an interim negative notice/negative notice (please circle) from the Working with Children Screening Unit has been received. Effective immediately you can no longer continue in child-related work at the PCYC. Upon receipt of the assessment notice from the screening unit, you will receive written notification from People and Culture Manager as to your status to re-engage in child-related work.

This notification prevents you from making further contact with children.

Centre /Program Manager _____ Date _____

Safeguarding Manager _____ Date _____

Director, People & Culture _____ Date _____