

Circular 005

23 January 2023

Dear Residents,

**PRIVATE CARE WORKERS IN THE VILLAGE:**

This is a friendly reminder that it is a Department of Social Development requirement that we have the following updated information for all care workers that are working in the village.

1. Name and Surname of care worker.
2. Privately employed by resident? Or through an agency?
3. If through agency then Agency details are required.
4. Full CV of care worker.
5. Copy of ID
6. Criminal Check (updated every 2 years)
7. Training school certification
8. Working hours
9. Resident's details.

Please keep this in mind in future if you are looking at getting a care worker. We would require all of this information before allowing the care giver access into the Village.

Kind Regards



**Wilma Swart**  
**Village Manager**