



# YMCA WA FIT & PROPER ASSESSMENT PROCEDURE

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**DOCUMENT CONTROL**

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/03/2012	EM SD
v2.0	Reviewed	01/06/2019	EM SD
v3.0	6.1, point 3 inserted - requirement to comply with COVID-19 mandatory vaccination requirements and provide evidence.	21/12/2021	EM SD

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## 1.0 PURPOSE

All family day care educators, educator assistants and adults residing at the family day care residence will meet the requirements of fit and proper assessment.

To ensure the ongoing wellbeing, safety, education and care of children within family day care is maintained through an ongoing assessment process that determines if a person is fit and proper to be in the company of children.

To ensure the safety, wellbeing, education and care of children.

## 2.0 SCOPE

Family day care educators, educator to act in place of and assistants are referred to in this policy as educators and adults residing at the family day care premises.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
<b>Family day care service</b>	<ol style="list-style-type: none"> <li>1. Inform family day care educators of their responsibility to meet these requirements.</li> </ol>
<b>Family day care educator</b>	<p>The educator providing education and care at the approved family day care residence will:</p> <ol style="list-style-type: none"> <li>1. Notify the service of any children residing or intending to reside in the family day care residence who are turning 18 years of age within 30 days prior to them turning 18.</li> <li>2. Ensure any children residing or intending to reside in the family day care residence who are turning 18 years of age, provide the YMCA WA Family Day Care Service with a National Police Clearance or Working With Children Check or proof of application.</li> <li>3. Provide notification to the YMCA WA Family Day Care Service of any overnight and weekend care that is being provided. All people residing in the residence when overnight or weekend care is provided will be required to obtain a Working With Children Check.</li> <li>4. Notify the YMCA WA Family Day Care Service in writing within 24 hours of any change of circumstances to residents or persons intending to reside who are over 18 years of age who have previously been assessed as fit and proper to be in the company of children.</li> <li>5. Notify the YMCA WA Family Day Care Service in writing of any person aged over 18 years of age intending to reside in the family day care residence on a temporary basis including a statement outlining the person's contact with children during the times the service is in operation.</li> <li>6. Provide enrolment forms for own children.</li> <li>7. Provide a risk mgt plan to ensure the safety &amp; wellbeing of children attending the service, if required by the YMCA WA Family Day Care Service. The risk management plan must include the names &amp; period of the temporary residency &amp; the children attending the service during this time.</li> </ol>

## 4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012 Education and Care Services
National Regulations, 2012
National Quality Standard

## 5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Medical Certificate Form
	Risk Management Form
	Parental Permission to Use Assistants Form
	Visitor's book
	Educator Information Booklet
	Family Information Booklet
	Child Enrolment Form (Educators own children)

## 6.0 STEPS

### 6.1 REQUIREMENTS FOR EDUCATORS

Applicants will provide the following documentation to the YMCA Family Day Care Service to assist in the assessment of 'fit and proper to be in the company of children'.

The service will use the information obtained from this documentation and other relevant contacts to assess the applicant's fit and proper status for service registration.

The family day care educator and or assistant must:

1. be over 18 years of age;
2. Provide a National Police Clearance that is not older than 6 months at time of application;
3. Comply with COVID-19 mandatory vaccination requirements in accordance with any relevant Public Health Orders and as defined by the Children and Community Services Amendment Bill 2021 or any other relevant legislation. Educators and/or assistant will be required to provide evidence of vaccination (a copy of an Australian Government COVID-19 vaccination certificate, or an Immunisation History Statement recorded on the

Australian Immunisation Register) to the Family Resource Office and retain a copy at the service.

4. Provide the following statutory declaration
  - Financial capacity - demonstrate that they have the resources to operate their business;
  - Any overseas criminal history, if the applicant has lived and worked overseas at any time within the last 3 years;
  - Any formal disciplinary proceedings against the applicant;
  - Read and abide by YMCA WA Family Day Care Service Policies, regulations, and law
5. Obtain a valid Working with Children Check card; (receipts will only be accepted for ongoing approvals made prior to expiry date)
6. The YMCA WA Family Day Care Service will request the applicant to provide a medical clearance, this is to be completed by an authorised medical practitioner. Should any issues arise from the medical clearance that may be considered to affect the work of the family day care educator in providing education and care to children it will be discussed and evaluated with the Nominated Supervisor in each individual circumstance. The medical clearance is deemed valid for two years from the date it is completed. Renewal will be required before the expiry date.
7. Hold a current recognised First Aid Certificate; the certificate will include approved Asthma and Anaphylaxis Emergency Management certification;
8. Possess a current Driver's Licence if transporting children
9. Provide two Referees – who agree to be contacted as referees;
10. Provide a Curriculum Vitae stating relevant qualifications and experience;
11. Hold a recognised and accredited food safe certificate.
12. Hold or undertake relevant child protection training regularly.
13. Hold or be working toward a current child care qualification.
14. Hold a PRODA number.

## **6.2 ADULTS RESIDING AT THE FAMILY DAY CARE RESIDENCE**

An adult over 18 years of age and residing at a family day care residence must:

1. Possess or obtain a National Police Clearance that is not older than 6 months at time of application
2. It is recommended that a Working with Children Check is obtained. This will be assessed on a case by case basis
3. Sign the Child Protection declaration

## 7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

**The Document Owner is responsible for maintaining the currency of this document.**

## 8.0 DEFINITION OF TERMS

Term	Definition
<b>Educator</b>	A registered family day care educator, educator to act in place of and assistant.
<b>Referee</b>	<p>A referee must be a person to whom the applicant is known and who preferably has observed the applicant caring for and educating children.</p> <p>The referees may be a previous employer of the applicant or has worked with him or her in a paid or unpaid capacity.</p> <p>A person is not eligible to provide a reference for an applicant if the person is:</p> <ol style="list-style-type: none"> <li>1. an employee of the applicant including family day care assistants</li> <li>2. related or related by marriage, including defacto and or spouse</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>3. the applicant</li> </ol>