



YMCA WA GOVERNANCE AND MANAGEMENT OF THE SERVICE PROCEDURE

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Document Owner		Executive Manager Service Delivery	
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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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CONTENTS PAGE

1.0	PURPOSE	4
2.0	SCOPE	4
3.0	ROLES AND RESPONSIBILITIES	4
4.0	RELATED LEGISLATION AND STANDARDS.....	4
5.0	SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS	4
6.0	STEPS.....	5
7.0	FEEDBACK.....	5
8.0	DEFINITION OF TERMS.....	5

1.0 PURPOSE

Regulatory, licensing and funding bodies require the retention and maintenance of records in relation to service stakeholders and children for a specified time. All records are required to be kept up to date and stored confidentially in a secure area with access by authorised persons only. Records will be destroyed appropriately after specified times. The YMCA WA Family Day Care Service has the responsibility to ensure the service has in place policies and procedures in relation to governance and management of the service, including confidentiality.

2.0 SCOPE

This procedure applies to the YMCA WA service staff and educators.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

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 Standards

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
PC-002-POL	YMCA WA Code of Conduct (service staff)
	Early childhood Australia code of ethics http://earlychildhoodaustralia.org.au
	Playgroup Code of Conduct
SD-FDC-02-02- PROD	Confidentiality Policy (educators)
SD-FDC-02-12-PROD	Develop and Review a Policy

	Support Record Visit Form
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6.0 STEPS

All persons will comply with all policies and procedural requirements when engaging in activities relating to the operation of the YMCA WA Family Day Care Service and will conduct themselves in an ethical manner and abide by codes of conduct.

All records will be maintained in a confidential and private manner.

PROCEDURE:

1. All service staff, and educators will be given information on legal and ethical requirements relevant for their role.
2. The service will provide a policy and procedures file for every residence/venue this must be accessible to families at all times the service is open and providing education and care.
3. Family day care educators will have a working knowledge of the policies and procedures within the file.
4. An industry Code of Conduct will be followed by service staff, educators, volunteers, and students.
5. The Service will provide staff and educators with a copy of the code of conduct, roles and responsibilities, within their induction. Any updates will be passed on.
6. Policies and procedures will be developed and reviewed regularly.
7. Changes to the service will be explained to staff and educators prior to implementation where relevant.
8. Families of enrolled children will be given 14 days' notice prior to implementation of a policy and or procedure that may affect them.

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

