



YMCA WA EMPLOYMENT OF SERVICE STAFF PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

To employ family day care service staff who have relevant qualifications and skills to support family day care educators in their provision of Early Childhood Education and Care. To act in an equitable and transparent manner when employing staff to support the work of family day care educators in their provision of early childhood education and care.

2.0 SCOPE

This Policy applies to the family day care approved provider and family day care service staff.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Equal Employment Opportunity Legislation
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
	HR forms from YConnect
	YMCA WA HR Policies and procedures

6.0 STEPS

1. Family day care service will employ qualified staff to support and monitor the practices of family day care educators engaged by the family day care Service. Qualifications will be relevant to the role the person has been employed for.
2. The employment of family day care service staff will be undertaken to meet the YMCA WA employment procedure.
3. Advertise the relevant position, and make available the job description, selection criteria, employment conditions and any other details relevant to the position.
4. Applications are received and recorded.
5. An interview panel is selected.
6. Applications are assessed and shortlisted based on the response to the selection criteria.
7. Shortlist applicants are interviewed – these applicants will be required to provide 100 points of identification.
8. References are checked.
9. A second interview is undertaken if required.
10. Successful applicant is notified.
11. Once the successful applicant accepts the position all other applicants are notified and if required feedback is provided.
12. Contract and employment conditions are agreed. This may include but is not limited to proof of relevant qualifications, a successful national police clearance no less than 6 months old, current working with children check, medical, commencement date and remuneration.
13. Prior to commencing employment all required information contained within the employment pack must be returned to the HR department.
14. An orientation and induction will be provided to the staff person, and this will commence from their first shift.
15. Where a staff person is required to be a Responsible person. The following additional criteria is required
 - be willing to accept the full responsibilities of the Responsible Person in Charge as described in the Education and Care Service National Regulations and Laws (Regulation 54 and Law 162 and 164).

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