



YMCA WA DEVELOPING AND REVIEWING POLICIES PROCEDURE

Procedure Number		SD-FDC-02-12-PROD	
Business Division Owner		Service Delivery	
Document Owner		Executive Manager Service Delivery	
Current Version	Approved By	Date Approved	Date Effective
v2.0	Executive Manager Service Delivery	01/02/2021	01/02/2021
Document Due for Review: 01/02/2024			



YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	1/11/2012	EM SD
v2.0	Reviewed	1/02/2021	EM SD

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

The YMCA WA aims to provide and maintain a Policy Manual that reflects current ideas and trends in the provision of quality children’s services and outlines the services practices and procedures. The YMCA WA has the responsibility to ensure the family day care service has in place policies and procedures and they are reviewed on an ongoing basis.

2.0 SCOPE

This Policy applies to service staff, educators, parents, volunteers and students.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

The following related legislation and standards can be accessed from YConnect

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

6.0 STEPS

The service staff will develop, review and implement policies with feedback where relevant from parents, educators, staff and community members.

1. All parents, educators and staff will be provided access to the Policy Manual.
2. Parents will be informed of this document on enrolment.
3. Educators will be informed of this document during the initial induction and training process for educators
4. Service staff will be advised of this document during induction.
5. Input into developing and reviewing policies will be gained from Parents, Educators, Staff and interested community members where applicable.
6. Policies will be developed when an incident or issue occurs and the organisation has no written guidelines or the current policies are inadequate.
7. Policies will be reviewed as per regulatory and service requirements.
8. Any new policy or changes to an existing policy must be reviewed by the Service Manager in consultation with the General Manager prior to implementation.
9. All parties will be advised of new policy or amended policies by Y Connect, service newsletters, support visits, or email.
10. New policies will be updated and placed onto the educator web page for access.

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