



# YMCA WA LOSS AND DAMAGE TO PROPERTY 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 provide the correct and relevant information and to maintain the YMCA WA Family Resource Centre in a safe condition. The service has a responsibility to maintain a safe environment.

## 2.0 SCOPE

This Policy applies to the service; educators, students, volunteers and visitors.

## 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

## 6.0 STEPS

The YMCA WA will ensure that all buildings, surrounds and contents are maintained in a safe condition. The YMCA WA Family Day Care Service building and contents will be adequately insured at all times. An up-to-date inventory of all equipment must be maintained at all times.

In the event of a break-in or loss/damage to any equipment or part of any building leased by the YMCA WA, the following procedure shall apply:

1. Staff must immediately inform the Service Manager of any break-in or damage to property.
2. The incident will be documented including, date, time, location and nature of the incident and forwarded to the General Manager.
3. Two quotes will be required to repair/replace any damaged property, and forwarded to the General Manager.
4. Should an educator have an event occur in their family day care service, that requires them to lodge a claim to their nominated insurance company, the YMCA WA service requests the educator informs the service as soon as practically possible.

## 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