



YMCA WA REGISTRATION OF EDUCATORS PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	March 2012	EM SD
v2.0	Reviewed	June 2019	EM SD
v3.0	Existing educators with pools or spas will not be eligible to transfer to another approved provider after 31st December 2020.	10/02/2021	EM SD

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1.0 PURPOSE

Family day care educators and educator to act in place of will meet the YMCA WA Family Day Care Service registration procedure in order to provide approved education and care for children and families.

To engage and register family day care educators who meet the YMCA WA Family Day Care Service Registration Procedure.

To act in an equitable and transparent manner when carrying out the YMCA WA Family Day Care Service registration procedure.

2.0 SCOPE

This procedure applies to the YMCA WA Family Day Care Service, family day care educators and educator to act in place of.

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, WA 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
SD-FDC-03-04-PROD	Fit and Proper Assessment Family Day Care Educator Procedure
	YMCA WA Family Day Care Application Form
	Family Day Care Educator Office Checklist
	Prospective Educator Procedure Checklist
	Residence/venue Safety Assessment and Risk Form

6.0 STEPS

6.1 MINIMUM CRITERIA FOR ACCEPTANCE OF APPLICATION

- Minimum 18 years of age
- Provide all information required in the YMCA WA Family Day Care application form
- From 31st December 2020, any family day care application where there is a swimming pool or spa at the proposed residence will be denied in accordance with legislation. This applies to new family day care applications as well as existing operators applying to transfer from another provider to YMCA WA.

6.2 ON RECEIPT OF APPLICATION

The family day care service will undertake the following steps (the sequence can be amended to meet contextual requirements) when registering family day care educators.

1. On receipt of the application form a service staff member will contact the prospective educator to arrange a date and time for an interview. (This will either be face to face at the service or another method that meets the service requirements.)
2. Two service staff members will conduct the interview with the prospective educator, the interview will be recorded.
3. To be accepted to complete the YMCA WA Family Day Care registration process the prospective educator must meet the following requirements
 - provide identification as per YMCA requirements
 - answer the interview questions asked with appropriate knowledge and information
 - provide referees including the most recent line manager to answer questions about previous work history.
4. If the service staff deem the prospective educator as an inappropriate person the person will be notified verbally or in writing after the interview process is complete.
5. If the service staff deem the prospective educator as an appropriate person the following information will be provided
 - Establishment cost check list
 - Basic equipment list
 - Residence approved venue assessment form
 - Registration and membership self-assessment form
 - Skills and knowledge assessment test
 - Statutory declaration statements
 - Family Day Care Educator Documentation checklist (Fit and Proper)
 - Public Liability information
 - Service contact details
6. Once a prospective educator has chosen to go ahead with the registration process the following is provided
 - A copy of all YMCA WA Family Day Care service forms
 - A copy of the YMCA WA Family Day Care Policy file

- A copy of the YMCA WA Family Day Care training manual, or the recognised prior learning document, this is dependent on the prospective educator's prior knowledge of family day care.
 - A copy of the current Communicable diseases booklet
7. An initial residence/venue safety assessment is conducted by a staff member to provide all information to meet legislative and YMCA WA requirements. This excludes educators to act in place of.
 8. Once the requirements outlined in the Family Day Care Educator office checklist, Prospective Educator Procedure checklist and residence/venue safety assessment have been completed successfully a start date will be negotiated.
 9. An additional staff member will check all requirements outlined in 8. All items have been successfully provided and entered onto the current software program.
 10. Harmony subscription issued to the educator.
 11. The Membership agreement will be issued and invoiced.
 12. Once signed membership is received the membership Certificate will be issued to the educator.
 13. An initial support visit will be provided to the educator within 4 weeks of commencing operation.

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
Educator	A registered family day care educator, educator to act in place of and assistant.
Educator to act in place of	An approved educator who takes over the task of providing education and care for children enrolled at a specific residence or venue, when the enrolling educator is unavailable to provide care.
Prospective Educator	A person undertaking the YMCA WA Family Day Care registration process.