



# YMCA WA EDUCATOR TO ACT IN PLACE OF PROCEDURE

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**DOCUMENT CONTROL**

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## 1.0 PURPOSE

YMCA WA Family Day Care educator to act in place of will meet the family day care service engagement and registration process to provide early education and care for children and families.

To act in an equitable and transparent manner when carrying out the family day care service.

To engage and register family day care educators who meet the YMCA Family Day Care Service registration procedure and allow continuation of care to occur when primary educator is absent.

## 2.0 SCOPE

This Policy applies to the YMCA WA Family Day Care Service and family day care educators 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 Family Day Care application form
	Family Day Care Educator Documentation checklist
	Educator to act in place of Induction Form
	Establishment Costs checklist

## 6.0 STEPS

### 6.1 MINIMUM CRITERIA FOR ACCEPTANCE OF APPLICATION

- Minimum 18 years of age
- The educator acknowledges that the educator to act in place of is working under the membership agreement of the educator, YMCA WA Family Day Care policy and procedural requirements and the law outlined in the membership agreement, any breach of the provisions of the agreement, policies and procedures will result in the termination of the educator's membership.
- Provide all information required in the YMCA WA Family Day Care application form

### 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 act in place of 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 Family Day Care registration process the prospective educator to act in place of must meet the following requirements
  - provide points of 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 service staff deem the prospective educator to act in place of 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 to act in place of, as an appropriate person the following information will be provided:
  - Statutory declaration statements
  - Family Day Care Educator Documentation checklist (Fit and Proper)
  - Public Liability information (if applicable)
  - Service contact details
  - Educator to act in place of Induction form
  - Establishment costs checklist
  - PRODA identification number
6. Educator to act in place of completes all applicable requirements within the Family Day Care Educator office check list (Fit and Proper)
7. Educator to act in place of completes induction form with primary educator face to face at the approved residence or venue. This includes the guidelines referring to regulation 144.
8. The family day care service will maintain a Records Management process on current CCS software for registered family day care educators to act in place of,

9. An additional staff member will check all requirements outlined in 8 and 9 have been successfully provided and entered onto the current software used.
10. Ensure educator to act in place of has appropriate insurance.
11. The primary educator using an educator to act in place of must ensure an enrolment form is completed for the educator to act in place of and obtain permission from Parents in writing of their consent for the educator to act in place of to conduct care.
12. Separate excursion forms must be completed with the educator to act in place of listed on the form.
13. Parents must be made aware that if they do not wish to use the educator to act in place of to provide full supervision they will not be charged for the care.
14. Once the requirements outlined have been completed successfully a start date will be negotiated and a membership certificate will be issued for display in the primary educators approved premises.
15. Enrolment in the Harmony Web system will occur and educator to act in place of will be issued their own PIN.
16. The educator to act in place of will sign children into their care using their Harmony system upon arrival and departure of the children from the service.
17. At the end of the processing week Educators will send the Parent/Guardian the timesheet for them to authorise via remote signature that it is true and correct. This process may be completed on the child's last day of care by pin or pad signature. Both weeks need to be completed prior to sending into the service. The service will not process timesheets that have not been authorised by the nominated Parent/Guardian.
18. Authorised timesheets will be submitted to service prior to 10am on Monday of the processing week.
19. The Child Care Subsidy will be paid to the primary educator, **unless the Educator is working for more than one educator**, and a financial arrangement for payment of care provided will be entered into between the primary educator and the educator to act in place of.
20. If an Educator to act in place of works for multiple educators in the same week the Child Care Subsidy will be paid directly to the educator to act in place of. The Educator to act in place of and the primary educator will mutually agree on how payment for their services will be made. This arrangement is a personal one between the primary educator and the educator to act in place of. The educator to act in place of is required to maintain separate Harmony access for each primary educator in which they are engaged for.

**If the family day care educator to act in place of breaches any of the procedures set out under this policy, the family day care service is entitled to terminate the family day care educator’s registration as a member of the YMCA WA Family Day Care Service and the grievance procedures set out in this service policy manual will not apply.**

## 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
<b>Educator</b>	A registered family day care educators, educator to act in place of.
<b>Educator to act in place of</b>	A registered educator who can take over the task of providing education and care for children enrolled at a specific residence or venue.