



YMCA WA ASSESSMENT AND PRE-APPROVAL OF SERVICE MEMBERSHIP PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

The YMCA family day care service will assess Educators against the criteria for re-registration, service membership and national quality standards and undertake an assessment of the family day care residence and/or venue to ensure the health, safety and wellbeing of children is protected.

Best endeavours are used through an ongoing assessment processes to ensure family day care residences and venues provide for the wellbeing, safety, education and care of children at those residences and venues.

To ensure the safety, wellbeing and education of children.

2.0 SCOPE

Family day care service membership and family day care educator's residences and venues.

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 Standard 3.1; 3.2

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
	Residence Approved / Venue Assessment form
	Action Plan
	Risk Assessment form
SD-FDC-03-09-PROD	Special Leave Policy

6.0 STEPS

6.1 ASSESSMENT PRIOR TO REGISTRATION WITH THE FAMILY DAY CARE SERVICE

All family day care residences and venues will be assessed prior to registration with the service.

1. The family day care educator will be provided with a copy of the Residence or Venue Assessment form for self-assessment.
2. A family day care service staff member will attend the venue or residence to assess the environment against the requirements stated on the assessment form.
3. The family day care staff member will provide the educator with a list of any identified outstanding items, if applicable.
4. On completion, the Residence and Venue Assessment form will be included with all other documents pertaining to the application and submitted for final approval to the nominated supervisor.

6.2 ANNUAL RE-APPROVAL OF THE FAMILY DAY CARE RESIDENCES AND OR VENUES

Re-assessment will be conducted annually or additionally as required.

1. The family day care educator will be provided with a copy of the Residence and/or Venue Assessment form for self-assessment.
2. A family day care service staff member will attend the venue or residence to assess the environment against the requirements stated on the Residence and/or Venue Assessment form. This information will be kept by the service and a copy given to the educator.
3. If the family day care educator is deemed as non-compliant in meeting the family day care service requirements then:
 - an action plan will be developed; or
 - the grievance procedure will be enacted; or
 - cancellation of family day care membership will be enacted.

6.3 RENEWAL OF SERVICE MEMBERSHIP

1. Service membership is a two year cycle. During the cycle the family day care educator is continually assessed and supported against all criteria for initial membership, undertaken during visits, play sessions, and other support services provided by the family day care service. The areas that will be monitored for renewal will be,
 - The Educators performance against National Quality Standards
 - The Educators working knowledge of the Education and Care services National Regulations 2012
 - The Educators working knowledge of the Education and Care Services National Law (WA) Act 2012
 - The Educators working knowledge of the YMCA WA Family Day Care Service Policy manual
 - The Educators ability to program using the national framework and the Approach

- to Learning
 - The Educators ability to meet all areas of 'Fit and proper'
 - Usual occupants validated.
2. Educators must successfully complete the re-approval process prior to the expiration of their current membership date.

6.4 RISK ASSESSMENT

1. An initial residence/ venue risk assessment will be conducted using the risk assessment form to assess and manage risk whilst providing education and care for children, this assessment will be completed with the educator and a staff member prior to registration.
2. A resident / venue risk assessment will be conducted annually or as required to assess and manage risk whilst providing education and care for children.

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