



YMCA WA SERVICE REGISTERS PROCEDURE

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DOCUMENT CONTROL

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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.....	4
7.0	FEEDBACK.....	6
8.0	DEFINITION OF TERMS.....	6

1.0 PURPOSE

To have a register of information on YMCA family day care service staff, educators, educator to act in place of, assistants, volunteers and students involved in the education and care of children.

To have a process in place to accurately and securely record information on YMCA family day care service staff, educators, educator to act in place of, assistants, volunteers and students in accordance with legislative requirements.

2.0 SCOPE

This policy applies to YMCA family day care service staff, educators, educator to act in place of, assistants, volunteers and students.

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

A Register containing information of YMCA WA Family Day Care Service staff, educators, educator to act in place of, assistants, volunteers and students will be maintained by the family day care service in compliance with legislative requirements.

1. The YMCA WA Family Day Care Service will keep and maintain at its office a register of each family day care educator, educator to act in place of and assistant educator and any other person engaged by or registered with a family day care service to educate and care for a child.

2. The family day care educator's register must contain the following prescribed information:
 - The full name, address and date of birth.
 - The persons contact details
 - The address of the residence or approved family day care venue, including a statement as to whether it is a residence or a venue.
 - The date that the educator/assistant was engaged by or registered with the service
 - Where applicable, the date that the educator/assistant ceased to be engaged by or registered with the service, for the period of 3 years following that date.
 - The days and hours when the educator will usually be providing care and education to children as part of their service.
 - Evidence of qualifications or that the educator is working towards that qualification.
 - Evidence of first aid, anaphylaxis management, responding to allegations of child abuse, and emergency asthma management training.
 - Evidence of any other training completed by the educator.
 - A record of Working with Children Check notice number and expiry date.
 - Details of each child cared for by the educator as part of the service including name, date of birth, days and hours that the educator usually provides care for that child.
 - If the care is provided in a residence, the record must include the full names and dates of birth of all adults and children who normally reside at the residence.
 - A record of the Working with Children Check notice number, record of criminal history record check, or teacher registration of each person aged 18 years and over who normally resides at the family day care residence, including the date of expiry if applicable and the date the check, card, record or registration was sighted by the nominated supervisor of the service.
 - the name of the family day care educator that the family day care assistant will be working with.
 - If the staff member or educator is a certified supervisor, the number of the supervisor certificate and the date it was granted (if appropriate).

3. For family day care service staff, the register must contain the details of the designated educational leader, nominated supervisor, certified supervisors and coordinators of the service.

4. For additional service staff, the service will keep a record of additional service staff, not directly involved in the care and education of children.

5. For volunteers and students, the family day care service will include in the register details of any students or volunteers who participate in the care and education of a child. The register will include:

- full name, address and date of birth of the student or volunteer; and
 - a record of the date and hours on which the student or volunteer participates in the service.
6. The family day care service will provide any information on the register and any changes to that information, to the Regulatory Authority upon request.

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
Registers	<p>The family day care service will develop and maintain a register containing information on:</p> <ol style="list-style-type: none"> 1. Family day care educators as required under R.153 of the National Regulations. 2. Family day care service staff, family day care coordinators and family day care assistants as required under R.154 of the National Regulations. 3. Volunteers and students as required under R.149 of the National Regulations.