



## YMCA WA WAIVERS PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

**DOCUMENT CONTROL**

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## 1.0 PURPOSE

For YMCA WA Family Day Care educators to provide education and care for children in exceptional circumstances.

## 2.0 SCOPE

This Policy applies to educators, parents, and children who meet the criteria for exceptional circumstances.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

## 4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and care services national regulations 2012.124
Education and care services national law (WA) Act 2012

## 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
	Waiver application form
	YMCA Safeguarding Children and Young People Policy

## 6.0 STEPS

Where exceptional circumstances exist, education and care can be provided to families.

1. A family day care educator must not care for more than 7 children at a family day care residence or approved venue at any one time. With no more than 4 children who do not attend compulsory school.
2. Despite procedure 1. The YMCA family day care service may approve, in writing, an educator to educate and care for more than 7 children, or more than 4 children who do not attend compulsory school at any one time, in exceptional circumstance.

3. Exceptional circumstances exist if,
  - a. all children being educated and cared for by the educator are siblings in the same family or
  - b. a child to be educated and cared for is determined to be in need of protection under the child protection law and family day care is determined to be the best option for the child
  - c. and the family day care residence or approved venue is in a rural and remote area and no alternative education and care service is available.
  
4. If an educator believes that the above criteria can be met they must discuss the criteria with a service staff person. If the staff person is unsure they will contact the regulatory authority for clarification.
  
5. If the service staff believe the educator meets the criteria the service staff will commence the waiver application form and the educator will be required to provide the service with
  - a. Relevant supporting documentation
  - b. Statistical information for rural and remote criteria
  
6. If adequate supporting documentation is received the educator will receive an approval letter outlining the approval dates and any special conditions, along with a new membership certificate with the waiver details listed.
  
7. Waiver details must be entered onto the educator register.

## 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