



YMCA WA SUPERVISION & SUPPORT OF EDUCATORS PROCEDURE

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DOCUMENT CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/09/2012	EM SD
v2.0	Reviewed	01/06/2019	EM SD
v3.0	6.5 - requirement for monthly inspection of each family day care residence with a pool, spa or water feature by an approved provider (new legislation). 6.3 - requirement for service to provide guidelines for educators for premises with a pool spa and/or water feature.	12/02/2021	EM SD

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.....	5
6.1	QUALIFICATIONS	5
6.2	QUALITY IMPROVEMENT PLANS	5
6.3	PHYSICAL ENVIRONMENT.....	6
6.4	RECORDS	6
6.5	VISITS TO FAMILY DAY CARE RESIDENCES AND VENUES	6
7.0	FEEDBACK.....	7
8.0	DEFINITION OF TERMS.....	7

1.0 PURPOSE

The family day care service will support, monitor and supervise family day care educators, educator to act in place of and assistants in complying with the Regulations and National Quality Standards and to be empowered to continually improve their service.

To implement fair and transparent processes in supporting, monitoring and supervising family day care educators, educator to act in place of and family day care assistants, using best endeavours to ensure the continuing improvement of the service.

To maintain quality of education and care and to continually improve the practices within the family day care service, whilst meeting relevant legal requirements.

2.0 SCOPE

This Policy applies to family day care educators, educator to act in place of and family day care assistants.

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
	Support visit record form
	Residence/approved venue assessment form
	Membership Agreement
	Risk Management Forms

	YMCA Approach to Learning
	Educators Quality Improvement Plans
	Emergency phone policy

6.0 STEPS

The family day care service will:

1. Monitor and supervise family day care educators and assistants by a schedule of visits. These visits may be announced, unannounced, random, targeted campaign, telephone/skype online, play groups and planned reviews, to ensure ongoing compliance.
2. The service will provide guidance, information and support to assist registered family day care educators, educators to act in place of and assistants to understand their responsibilities and to comply with the National Law, National Regulations, National Standards and Service Policies.
3. Support all educators and assistants by making available advice and assistance at all times education and care is being provided, including educators and assistants residing in remote locations.
4. The service will support and assist educators with meeting the requirements for educational program and practice. (Please refer to the Educational Program and Practice section of the policy manual)

6.1 QUALIFICATIONS

1. The YMCA WA Family Day Care Service will sight, record and retain copies of educator's relevant qualifications.
2. The YMCA WA Family Day Care Service will record and identify all other training completed by educators and assistants.
3. The YMCA WA Family Day Care Service will monitor and support educators, to have or be actively working towards, an approved Certificate III in education and care.

6.2 QUALITY IMPROVEMENT PLANS

1. The service will support:
 - a. educators to recognise their particular strengths, talents and interests;
 - b. educators with opportunities to work collaboratively with the service and families to further develop their skills and improve practice and relationships;
 - c. collaborative opportunities for educators to discuss and reflect on individual children and families; and
 - d. educators in an ongoing cycle of review through which current practices are examined and reviewed and new ideas generated.
2. The service will record this information on individual educator's quality improvement plans.

6.3 PHYSICAL ENVIRONMENT

1. The family day care service will:

- monitor the family day care residence to ensure that the residence or venue and all equipment and furniture used for the education and care of children are clean, safe and in good repair;
- support the educator to develop risk assessment plans for the physical environment;
- monitor any modifications and or intention to modify the environment to ensure compliance with the Residence and or Venue Assessment form.

Note: The educator will notify the family day care service and relevant authorities in writing prior to commencement of modifications.

- support and monitor educators in providing a physical environment that is safe, suitable and creates a rich and diverse range of experiences, that promotes children’s learning and development.
- provide guidelines for educators, safety assessments and checklists for premises with a pool, spa and/or water feature.

6.4 RECORDS

1. Educators will be monitored and supported to understand the requirement for all records to be maintained in accordance with legislative requirements, and are stored appropriately to ensure confidentiality.
2. The YMCA WA Family Day Care Service will monitor and support practices to ensure that all family and children’s information is communicated in a professional and confidential manner whether the information is written, discussed, electronically transmitted or by any other means.
3. The YMCA WA Family Day Care Service will provide educators with the Policies and procedures necessary for the effective administration and management of their education and care service including compliance with legal requirements.

6.5 VISITS TO FAMILY DAY CARE RESIDENCES AND VENUES

The family day care service will:

1. Conduct regular planned and unplanned support visits to educators and ensure a written record is kept of these visits.
2. Discuss and record progress towards continuous improvement plans during support visits to educators and assistants.
3. Have the right of entry into the educator’s home where there is one or more children enrolled with an educator.
4. Work alongside educators to determine their own professional development needs and support them to receive that training.
5. Support educators with access to the service toy and resource library and where possible service play groups.
6. If an educator cancels a planned visit on 2 consecutive occasions the matter will be referred to the nominated supervisor and the grievance procedure may be followed.

7. Conduct a monthly safety inspection of each family day care residence with a pool, spa or water feature in accordance with legislative requirements.

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
Educators	A registered family day care educator, educator to act in place of and assistant.