



Unenrolled Children Policy

Aim

To ensure that educators and the service are only responsible for children who are enrolled at our service to meet our legal requirements and child/staff ratios.

Related Policies

Child Protection Policy
Enrolment Policy
Excursion Policy
Family Law and Access Policy
Orientation for Children Policy
Relationships with Children Policy
Staffing Arrangements Policy

Who is affected by this policy?

Child
Educators
Families
Management

Implementation

- On occasion, children who are not enrolled at our service may be present at the service.
- An example of this is when families come to pick up an enrolled child and they bring their other children with them.
- At times like this, the children who are not enrolled at the service are the responsibility of the adult that brought them to the service.
- We ask these adults to keep unenrolled children off any equipment at the service, and for the child to be accompanied by the adult at all times.
- Should a child who is not enrolled at the service attend an excursion with the service, they may only attend should the adult to staff ratio not be compromised for enrolled children.
- Any child that is enrolled at the service on a temporary basis will be included in the staff/child ratios.

Sources

Education and Care Services National Regulations
National Quality Standard

Review

The policy will be reviewed annually.

The review will be conducted by:



Management

Employees

Families

Interested Parties

Reviewed: July 2016

Date for next review: July 2017