

# Unenrolled Children Policy

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## 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/educator 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 child ratio not be compromised for enrolled children.

- Any child that is enrolled at the service on a temporary basis will be included in the educator/child ratios.

## Sources

**Education and Care Services National Regulations  
National Quality Standard**

## Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> December 2019	<u>Review Date</u> Year 2020	<u>Version Number</u> 3	<u>Date Produced</u> October 2015
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