

## 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

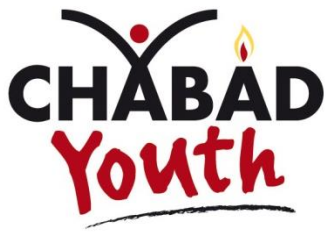
Educators

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.

The review will be conducted by:

Management

Employees

Families

Interested Parties

**Reviewed: March 1<sup>st</sup>, 2017**

**Date for next review: March 1<sup>st</sup>, 2018**