

# UNENROLLED CHILDREN POLICY

## Document History:

VERSION NUMBER:	DATE ISSUED:	REVISION SUMMARY / REASON FOR ISSUE:
20160729	30/09/2016	Document reviewed. Format amended and revision history incorporated.
20180930	30/09/2018	NQS references updated.

# UNENROLLED CHILDREN POLICY

---

## NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
-----	-------	---

## Aim

Little Legends Early Learning Centre aims 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?

- Children
- Families
- Educators
- 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 always accompanied by the adult.
- 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 temporarily enrolled at the service will be included in the staff/child ratios.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard

## Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 30 September 2018**

**Date for next review: September 2019**

*Inspiring every child to be a legend*