

Unenrolled Children Policy

PURPOSE AND BACKGROUND

- (1) 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.

POLICY STATEMENT

- (2) On occasion, children who are not enrolled at our service may be present at the service.
- (3) An example of this is when families come to pick up an enrolled child and they bring their other children with them.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) Any child that is enrolled at the service on a temporary basis will be included in the staff/child ratios.

LEGISLATION (OVERVIEW)

National Quality Standard

Standard / Element	Concept	Description
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	*** 2026	NEXT REVIEW DATE	****2027
MODIFICATIONS	Created new revised template		