UNENROLLED CHILDREN POLICY

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1 **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.

2 **Related Policies**
The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

- Child Wellbeing Policy (CHI-ADM-POL-009)
- Enrolment and Booking Policy (CHI-ADM-POL-022)
- Excursion Policy (CHI-ADM-POL-024)
- Family Law and Access Policy (CHI-ADM-POL-025)
- Orientation for Children Policy (CHI-ADM-POL-041)
- Relationships with Children Policy (CHI-ADM-POL-050)
- Staffing Arrangements Policy (CHI-ADM-POL-055)

3 **Who is affected by this Policy?**
Children, Educators, Families and Management

4 **Implementation**
4.1 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.

4.2 We welcome families spending time our services and for siblings to be part of our service. However, it is important that all children in our environments are safe. Children who are not enrolled at the service are the responsibility of the adult that brought them to the service.

4.3 We ask families to ensure that the child is accompanied by them at all times.

4.4 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.

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

5 **Sources**
Education and Care Services National Regulations
National Quality Standard
6  Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

7  Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
</tr>
<tr>
<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td></td>
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<tr>
<td>3</td>
<td>Feb 2014</td>
<td>Dec 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 2 years.</td>
</tr>
<tr>
<td>4</td>
<td>Jul 2018</td>
<td>Jul 2020</td>
<td>K.Grose – Children’s Services Manager</td>
<td>Added clause to ensure families understand that they are welcome in the service.</td>
</tr>
</tbody>
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