



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE NON-ENROLLED CHILDREN ON THE PREMISES

POLICY STATEMENT

All children attending our service must be enrolled appropriately. A child who is not enrolled at Liwara Catholic Outside School Hours Care **may not** be present at our service unless the child is visiting the service and in the company of an adult who is supervising them.

While on the premises a non-enrolled child is expected to abide by the rules of the service. An adult accompanying the child must also abide by the policies and procedures of the service in regard to the management of that child.

A contact staff member who brings their own non-enrolled child to the service may not care for that child while they are counted in the staff to child ratios.

In exceptional circumstances care may be provided for a non-enrolled child until alternative arrangements can be made for their care. In the case of a non-enrolled child being present the Nominated Supervisor shall take responsibility for the child until such time a parent can collect the child or arrangements have been made with the appropriate persons.

Further sources

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Law (WA) Act 2012*, ACECQA, NSW

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*, ACECQA, NSW.

Department for Local Government and Communities (Education and Care Regulatory Unit)

<http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Department for Child Protection and Family Support <http://www.dcp.wa.gov.au/Pages/Home.aspx>

Review History		
Previous Review	Year of Review	Next Review
January 2015	February, 2017	February, 2019