



Wesley Out of School Hours Care Policy Unenrolled Children

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure that educators and the service are only responsible for children who are enrolled at our service to meet our legal requirements.

2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.2	Each child is protected
QA6	6.1	Respectful relationships with families are developed and maintained and families are support in their parenting role

National Law(s) and Regulations(r)

r84	Awareness of child protection law
r158	Children's attendance record to be kept by approved provider
r177	Prescribed enrolment and other documents to be kept by approved provider
s165	Offence in inadequately supervise children
s167	Offence relating to protection of children from harm and hazards

3. Policy statement

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, any children who are not enrolled at the service are to be accompanied by a parent/guardian at all times and are the responsibility of the parent/guardian who brought them to the service. We ask that the parent/guardian keep unenrolled children off any equipment at the service even though this equipment may be within the same space.

4. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

5. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.