

Policy SO:05 Child enrolment



Area – Service Operations

Document Control

Responsible Officer: General Manager, Children's Services	Policy Number: SO:05
Contact Officer: Regional Manager, Children's Services	Policy Area: Service Operations
Effective Date: August 17, 2017	Review Date: August 2019

Scope

This policy provides a framework to guide all actions of the C&K Board, C&K staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

C&K associate members are excluded from the scope of this policy.

Policy Statement

C&K believes all children have the right to access quality education and care, and supports the *United Nations Convention on the Rights of the Child* in regards to children having a right to access education.

C&K acknowledges, accepts and values difference and similarity amongst children and families. C&K prohibits discrimination against any person or family on the basis of sex, gender identity, race, impairment, age, religious belief / activity, trade union activity, marital status, parental status, relationship status, breastfeeding, pregnancy, political belief / activity, lawful sexual activity, sexuality, sexual identity / orientation, family responsibilities or any other determinant which contravenes the statutory requirements as described in the relevant legislation.

C&K also prohibits discrimination against a child on the basis of attributes of the child's parents / guardians or anyone associated with the child.

C&K acknowledge that barriers sometimes exist in relation to the successful integration of children into services, but C&K strives to address, overcome and remove these barriers positively and creatively. Legislation does however recognise that the prohibition on discrimination is not absolute.

C&K may at times need to exempt children from an early childhood education and care service in circumstances which include, but are not limited to:

- Unjustifiable hardship (e.g. a child with severe physical disability seeks to enrol and the cost of making structural adjustments to accommodate the needs of that child is prohibitive).
- Public health reasons (e.g. where the *Public Health Unit* advises that a person must be excluded due to a contagious disease (*Section 107 of Anti-Discrimination Act 1991*)).

C&K will comply with relevant legislation regarding children's enrolment in early childhood education and care services. This includes, but is not limited to, using and storing personal information for the purposes intended and in accordance with the *Privacy Act 1988* (Cth) and children's enrolment as per the Commonwealth Department of Education priority of access guidelines (Child Care Benefit approved services) and the Queensland Kindergarten Funding Scheme and Universal Access Guidelines (Queensland kindergartens).

Policy SO:05 Child enrolment



Area – Service Operations

Acknowledgements and references

- Commonwealth Government of Australia. 2014. *Privacy Act 1988*. [ONLINE] Available at: <http://www.comlaw.gov.au/Details/C2014C00076/Download>. [Accessed 11 April 14].
- Department of Education. 2013. *Priority for allocating places*. [ONLINE] Available at: <http://www.education.gov.au/priority-allocating-places>. [Accessed 11 April 14].
- New South Wales Government. 2013. *Education and Care Services National Regulations*. [ONLINE] Available at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>. [Accessed 15 May 14].
- Queensland Government. 2013. *Anti-discrimination Act 1991*. [ONLINE] Available at: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AntiDiscrimA91.pdf>. [Accessed 11 April 14].
- Queensland Government. 2014. *Queensland Kindergarten Funding Scheme*. [ONLINE] Available at: <http://deta.qld.gov.au/earlychildhood/service/access-kindy/kindy-fund-scheme.html>. [Accessed 11 April 14].
- United Nations. 1989. *United Nations Convention on the Rights of the Child*. [ONLINE] Available at: <https://www.unicef.org.au/Discover/What-we-do/Convention-on-the-Rights-of-the-Child/childfriendlycrc.aspx>. [Accessed 11 April 14].

Revision record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review
2.0	19 June 2014	Chris Kyranis	19 June 2014	2 years	March 2015
3.0	09 June 2016	Kathryn Woods	10 June 2016	2 years	June 2018
3.1	16 August 2017	Kathryn Woods	17 August 2017	2 years	August 2019