

# Policy SO:05 Child enrolment



## Area – Operations

### Document Control

Responsible Officer: General Manager Children's Services	Policy Number: SO:05
Contact Officer: Regional Manager Children's Services	Policy Area: Operations
Effective Date: 10 June 2016	Review Date: June 2018

### 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.

### Introduction

C&K provides a variety of education and care service types. It is vital that C&K has a succinct policy statement, and detailed and user friendly procedures, that promote inclusion, meet the needs of communities, families and children as well as meet relevant legislative and funding requirements.

### Policy Statement

C&K believes that 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 have to exempt children from its early childhood services in circumstances which include, but are not limited to:

- Unjustifiable hardship (this exemption might operate where a child with severe physical disability seeks to enrol in an early childhood service 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*)).



### Area – Operations

When a service cannot enrol a child, the service must first contact their Children’s Services Manager (CSM), before any decisions are made. C&K will work alongside a family to investigate and where possible access alternative forms of education, care and / or support that can cater to and meet the needs of the child and family.

C&K will abide by and comply with all relevant legislation in relation to the enrolling of children in early childhood 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), enrolling of children as per the Commonwealth Department of Education priority of access guidelines in Child Care Benefit (CCB) approved services, and the Queensland Kindergarten Funding Scheme (QKFS) and Universal Access (UA) guidelines in kindergartens in Queensland.

#### Acknowledgements and references

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- 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].
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- 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