

Document Name	Document Version Number	Review Date
Children Services Suspension and Termination of Enrolment Policy	1.0.0	February 2027
Date Adopted	Minute Number	Status
19 February 2025	6801	New Policy

Purpose

To advise families of Greater Hume Children Services' right to suspend or terminate a child's enrolment and the circumstances which may lead to the temporary suspension or termination of enrolment.

Scope

This policy applies to children, families, primary care giver, approved provider, nominated supervisor, staff, educators and managers of the service.

Definitions

Nominated Supervisor	The Nominated Supervisor will act as the person with responsibility for the day to day management of the approved service. Ensuring that the service is operated in compliance with the Education and Care Services National Law, the National Regulations and the National Quality Standard. Assisting with communication between the Approved Provider and the regulatory authority.
Approved Provider	Legal entity with ultimate legal responsibility for a childcare service. This may be a company, partnership or an individual. For the purpose of this policy Greater Hume Council is the Approved Provider.
Return to Care Plan	A plan devised in consultation with the parent/guardian which outlines the steps required to be completed for the child to resume childcare and how they will be supported.

Policy Content

Every effort will be made to manage the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour.

Our Service has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Service.

If the child's behaviour is disruptive and harmful and the safety of other children and staff is compromised, we reserve the right to ask you to withdraw your child from the Service.

In the first instance where the Policy has been breached we will look to suspend enrolment for a nominated period in order to work with families, educators and providers to implement a Return to Care Plan. Where the behaviour continues and breaches this policy we reserve the right to terminate a child's enrolment. However, if the behaviour is deemed to be of a serious or unlawful nature termination may be enacted immediately.

A breach may include (although this is not an exhaustive list of all circumstances that may constitute a breach):

- failure to comply with the enrolment contract
- disparaging, hurtful, or behaviour of a child that continues to compromise the health, safety and wellbeing of our staff, visitors and other children, even with parent collaboration and/or support agency involvement in modifying the behaviour
- non-payment of childcare or late fees and/or recurring late payment of fees

- continuing to pick up the child past the required licensed time after consistent documented warnings
- inability to meet the child's individual needs without family support and commitment to ensure their child receives the best possible support within our Service
- non-compliance with Service policies
- failure to provide AIR Immunisation History Statement or AIR Immunisation Medical Exemption form or AIR Immunisation History Form (catch up schedule).

Serious Breaches may include (but not limited to):

- abusive behaviour, wilful property damage, intimidation and/or verbal threats towards staff, children or other parents by the child, family members or primary carers
- a family member or primary carer whose conduct is deemed a criminal act, and/or compromises the health, safety and wellbeing of our staff
- bullying and harassing staff, children or other parents by a child, family member or primary carer
- wilfully or negligently making false and misleading statements that relate to the enrolment of a child at the Service
- any behaviour where the safety and wellbeing of other children, staff or families is at risk.

The General Manager will be responsible for the final decision regarding Suspension or Termination of Enrolment based on the recommendation provided by the Director – Corporate & Community Services. A representative from Children Services Management or the nominated supervisor will advise families in writing of their child's enrolment will be terminated following all attempts to rectify any non-compliance. Where the safety of child/children, staff and others may be at risk, an immediate termination may be applied.

Fees

Where a child is suspended from care, fees will be ceased for the duration of the suspension. Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment. The initial Bond payment made on enrolment will not be refunded until any outstanding fees are paid.

Links to Policy

Children Services Fees Policy
Children Services Behaviour Guidance Policy
Bullying and Harassment Policy
NSW Local Government Model Code of Conduct Policy
Children Services Code of Conduct for Staff Member
Work, Health and Safety Policy
Children Services Enrolment and Orientation Policy
Children Services Complaints Handling Policy

Links to Procedure

Providing a Child Safe Environment Procedure
Suspension and Termination of Enrolment Procedure

Links to Forms

Nil

References

[Australian Children's Education & Care Quality Authority \(ACECQA\)](#)
[Guide to the National Quality Framework](#)
[Early Childhood Australia Code of Ethics](#)
[Education and Care Services National Regulations](#)
[Education and Care Services National Law \(NSW\)](#)
[NSW Anti-Discrimination Act 1977 No 48](#)

[National Quality Standard](#)
[Work Health and Safety Act 2011](#)

Responsibility

Director Corporate and Community Services

Document Author

Business Manager Children Services

Relevant Legislation

NSW Child Protection (Working with Children) Act 2012
NSW Child Protection (Working with Children) Regulation 2013
NSW Children and Young Persons (Care and Protection) Act 1998
NSW Children's Guardian Act 2019
Civil Liability Act 2002
Crimes Act 1900
Local Government Act 1993
National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).
NSW Child Safe Standards
NSW Children (Education and Care Services National Law Application) Act 2010
Privacy and Personal Information Protection Act 1998
Privacy Act 1998 (Cth.)
State Records Act 1998
United Nations Convention on the Rights of the Child (1990)
NSW Disability Inclusion Act 2014
National Quality Framework

Associated Records

Nil