



## Acceptance & Refusal of Authorisation

### POLICY STATEMENT:

Our Service will request authorised permission from families when required, so as to ensure the safety of the children. Educators may refuse a request unless the appropriate authorisation is provided. Preferably, authorisation is required in written format, however in specific circumstances the Responsible Person may accept a verbal authorisation. For example, if a child is to attend an extra-curriculum activity for which authorisation is required but not been given, will result in the child not being able to attend the activity.

The Education and Care Services National Regulations require services to ensure authorisation is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from families may also be required if:

- Children are leaving the service to make their own way home.
- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, drama, dance etc. that is run by a provider other than the Before and After School Care service.

## CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies / documentation	Other
R, 93, 94, 99, 102, 157, 158, 161	Standards 2.3, 7.3	1 Staff Handbook (202) 2 Parent Handbook (203) 3 Enrolment and Orientation Policy (110) 4 Providing a Child Safe Environment (116) 5 Dealing with Medication Conditions & Medical Administration Policy (115)	- My Time, Our Place.

## PROCEDURE:

The Nominated Supervisor, or the Responsible Person of the service will:

1. Ensure documentation relating to authorisation (permission) from families contains:
  - 1.1 Name of the child;
  - 1.2 Date;
  - 1.3 The approximate time the child will return to the service if the child is leaving to attend an extra-curricular activity;
  - 1.4 The original letter/form provided by the service;
  - 1.5 Signature of the child's parent/guardian or nominated person on the enrolment form;
  - 1.6 Where the activity is taking place;
2. Apply these authorisations to the collection of children, excursions, administration of medication and access to records.
3. Keep these authorisations in the child's enrolment record,
4. Ensure children are not permitted to leave or sign themselves out of the service without an authorised adult, unless written authorisation has been given.
5. Obtain written authorisation, if a person other than the parents/guardian or other emergency contact cannot collect the child - refer to *Delivery & Collection of Children Policy* (HNCCA 107);

- 6 Authorised person must be at least 16 years of age, unless written authorisation is given;
- 7 In certain circumstances, verbal authorisation may be accepted at the discretion of the Responsible Person on duty. An email or text message is considered suitable as written authorisation and must follow verbal authorisation.
- 8 Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- 9 Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Asthma or Anaphylaxis. The service can administer medication without authorisation in these instances, provided they contact the family and emergency services as soon as practicable after medication has been administered – refer to *Dealing with Medical Conditions & Medical Administration Policy* (HNCCA 115).

## Endorsement by the service

Date Approved by Director: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Approval by Director: \_\_\_\_\_

Date Approved by Management Committee: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Committee Representative: \_\_\_\_\_

Role of Committee Representative: \_\_\_\_\_

Date for Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_