

ACCEPTANCE & REFUSAL OF AUTHORISATIONS

POLICY STATEMENT

Our service will request authorisation from families when required to ensure the safety and wellbeing of the children and educators and may refuse a request unless the appropriate authorisation is provided. Authorisation is required in written format, however in some circumstances educator's discretion may be used.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations.

CONSIDERATIONS

Education and Care Services National Regulations	93, 94, 99, 102, 123, 158, 161, 181
National Quality Standard	QA2, 7.1
Other Service Policies/Documentation	<ul style="list-style-type: none"> • Family Handbook • Educator Handbook • Delivery and Collection of Children policy • Enrolment, Orientation and Bookings policy • Dealing with Medical Conditions & Administration of Medication policy • Excursion policy • Providing a Child Safe Environment policies • Child Protection policy • Supervision policy • Extra-Curricular Activities form • Authorisation Form • Online Enrolment Forms • Attendance records • Medication Form • Class Dojo notices • Family newsletters
Other	<ul style="list-style-type: none"> • My Time, Our Place

PROCEDURE

- a) The Nominated Supervisor, Management educators, Responsible Person in charge of the service will:
- Ensure the “*Extra Curricular activities form*” relating to authorisation from families contains:
 - the name of the child enrolled in the service
 - the date
 - signature of the child’s parent/guardian or nominated person who is on the enrolment form
 - the approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable)
 - the original form/letter provided by the service
 - Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
 - Keep these authorisations in their appropriate folder within the office.
 - Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
 - Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given. Authorised adult must be above 16 years of age.
 - Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
 - In certain circumstances verbal authorisation, may be accepted at the discretion of the Responsible Person in charge on duty, followed by email confirmation in writing.
 - Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
 - Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered.