

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY



Document classification:	Version:	Date:
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This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

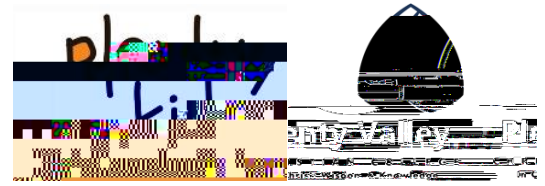
Plenty Kids Early Learning Centre is committed to:

- ensuring the safety and wellbeing of all children attending the service
- meeting its duty of care obligations under the law.

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, Early Childhood Teachers, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Plenty Kids Early Learning Centre.

	Approved provider and persons with management or	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
indicates legislation requirement, and should not be deleted					
Ensuring that parents/guardians are provided access to all service policies	R				
Ensuring that all staff and parents/guardians follow the policies and procedures of the service	R				
Ensuring the authorisations are kept up-to-date	R				
Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (), and that the form is signed and dated before the child commences at the service	R				

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Ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee to the excursion	R	R			
Ensuring ECT/educators/staff allow a child to participate in an excursion or regular outings only with the written authorisation of a parent/guardian or authorised nominee including details required under	R	R			
Ensuring that where children require medication to be administered by ECT/educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record	R				
Ensuring ECT/educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency	R				

Ensuring that all parents/guardians have completed the authorised

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Under the [Education and Care Services National Law Act 2010](#), early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees [in some circumstances](#), to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- self-administration of medication (if applicable) (
- children leaving the service premises
- children being taken on excursions
- transport provided or arranged by the service
- seeking medical treatment for children and transportation by an ambulance service

Specific service policies

[The policy](#) should include details of the conditions under which written authorisations will be accepted. However, there may be instances when a service refuses to accept a written authorisation. The

[policy](#) specify that services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

This policy outlines procedures to be followed when refusing a written authorisation from a parent/guardian or person authorised and named in the enrolment record. As an example, the [policy](#) does not specify the minimum age of a person who is authorised to collect a child from the service premises. After consulting with parents/guardians and families, the approved provider may adopt a policy position accepting authorisations for persons over the age of 16 to collect a child from the service. This decision will then be outlined in the service's [policy](#). In the event that the service receives written authorisation for a person under the age specified in its [policy](#), to collect a child from the service, the procedures outlined within this policy for refusing this written authorisation would be enacted.

Relevant legislation and standards include but are not limited to:

- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

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