

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 2 | ELAA version 1.0

Waterfall Gully Pre School – Acceptance and Refusal of Authorisation Policy



PURPOSE

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.



POLICY STATEMENT

VALUES

Waterfall Gully Pre School is committed to:

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

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers [ECT], educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Waterfall Gully Pre School.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
	R 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 (<i>refer to Enrolment and Orientation Policy</i>), and that the form is signed and dated before the child commences at the service <i>Regulation 161</i>	R	√	√		
Ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (<i>refer to Excursions and Service Events Policy</i>)	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 <i>Regulation 102(4)(5), 161 (refer to Excursions and Service Events Policy)</i>	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 (<i>refer to Administration of Medication Policy and Dealing with Medical Conditions Policy</i>) <i>Regulations 92(3)(b)</i>	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 (<i>refer to Administration of Medication Policy, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Policy and Anaphylaxis Policy</i>)	R	√	√		
Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (<i>refer to Enrolment and Orientation Policy</i>), for authorisation for seeking medical treatment and transportation of the child by an ambulance service <i>Regulation 160 (1) (b)</i>	R	√	√	√	
Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (<i>refer to Enrolment and Orientation Policy</i>), for authorisation for the transportation of the child or arranging transportation of the child <i>Regulation 120D, 160 (3) (vi)</i>	R	√	√	√	
Ensuring that an attendance record is maintained to account for all children attending the service	R	√	√		
Keeping a written record of all visitors to the service, including time of arrival and departure	R	√			
Ensuring the approved provider is informed when a written authorisation does not meet the requirements outlined in service policies		√	√		
Ensuring children depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (<i>refer to Delivery and Collection of Children Policy and Child Safe Environment Policy</i>) <i>Regulation 99, 160, National Law: Section 167</i>	R	R	√		

Ensuring the service is aware of any contact orders prohibiting an adult from contacting an enrolled child, and keeping a copy of the court orders with the child's enrolment record (<i>Regulation 160</i>).	R	R	√		
Ensuring processes are in place for circumstances where authorisations are refused/not applicable. For example: <ul style="list-style-type: none"> where the service is asked to administer medication that is not in its original container (<i>Regulation 95</i>) when leaving the service, the parent, authorised nominee or person as listed in <i>Regulation 99</i> does not appear to be fit to take the child the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe 	R	√			
Ensuring that there are procedures in place if an inappropriate person attempts to collect a child from the service (<i>refer to Delivery and Collection of Children Policy and Child Safe Environment Policy</i>) <i>National Law: Section 167</i>	R	R			
Enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies (<i>refer to Procedures</i>)	R	√	√		
Completing and signing the authorised nominee section of their child's enrolment form (<i>refer to Enrolment and Orientation Policy</i>) before their child commences at the service				√	
Signing and dating permission forms for excursions				√	
Signing the attendance record as their child arrives at and departs from the service				√	
Providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record				√	



PROCEDURES

Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy and *Regulation 161*, the approved provider will:

- immediately explain to the parent/guardian that their written authorisation contravenes service policy, and that it cannot be accepted
- ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation
- follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

LEGISLATION AND STANDARDS

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



SOURCES AND RELATED POLICIES

SOURCES

- Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Emergency and Evacuations
- Enrolment and Orientation
- Excursions and Service Events
- Governance and Management of the Service
- Incident, Injury, Trauma and Illness
- Nutrition, Oral Health and Active Play
- Road Safety Education and Safe Transport

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



AUTHORISATION

This policy was adopted by the approved provider of Waterfall Gully Pre School on 30th August 2023.