

Acceptance and Refusal of Authorisations

RATIONALE.

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

For example, the Regulations stipulate an authorisation must be obtained for:

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

Authorisation from parents will also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service. eg. After school : Attending a music lesson within school grounds that is run by a provider other than the OSHC service. ie. The music teacher or another nominee must be given authorisation by the parent to the OSHC service to sign the child out for the lesson in which case the child will be presumed as not coming back to the service if not signed back into care after the lesson. Or if a child attends a lesson or after school activity within school grounds straight after school authorisation by the parent is given to the OSHC service & the child may attend care after the lesson or activity & be signed in by the responsible adult returning them otherwise the child will be marked as absent if they do not return to the centre afterwards.

Before School Care : Attending an activity Before school ie. Dance or band, a staff member will sign the child out of care & the child will proceed to the location unaccompanied. The centre will no longer be responsible as they attend the activity.

After School Care: Eg. An authorised person may sign the child out ie. Music lesson & once returned after the lesson they will sign the Nominated or certified supervisor at the centre to re sign back into care through the ESI electronic sign in or through the attendance program. If the child does not return the parent or other responsible person's to the child has collected & they will not return to care.

POLICY STATEMENT.

Our service will request authorisation from families when required to ensure the safety of the children and educators and may refuse a request unless the appropriate authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format, however in some circumstances educator's discretion may be used ie. A phone call to the parent.

CONSIDERATIONS:

1. Children (Education and Care Services National Law Application) Act 2010
2. Education and Care Services National Regulation 2011: clause 168
3. National Quality Standard: Quality Area 7.3

PROCEDURE.

The Nominated Supervisor, or the person in day-to-day charge of the service will:

1. Ensure documentation relating to authorisation (permission) from parents/guardian contains:
 - a) the name of the child enrolled in the service;
 - b) the date;
 - c) signature of the child's parent / guardian or nominated person who is on the enrolment form;
 - d) 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);
 - e) the original form/letter provided by the Centre;
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
3. Keep these authorisations in the child's enrolment record.
4. Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.
5. Ensure that children are not permitted to leave the service without an authorised adult.
6. Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
7. In certain circumstances verbal authorisation, may be accepted at the discretion of the senior educator on duty. This would be relevant in situations where there has been an emergency and no one from the authorised list is able to collect the child. An email or text (Kotara Sth only) is suitable as written authorisation otherwise educators will record in the diary, the time of the telephone call with the parent/guardian and name of the person who will be collecting the child. Identity of the person collecting the child should be confirmed by sighting ID – preferably photographic ID, for example, current driver's licence.
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 Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian & emergency services as soon as practicable after the medication has been administered.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other service policies	Other documentation/ evidence
S165, 167, 170, 171 R93, 99, 102, 123, 158, 160	Standards 2.1 and 2.2 Elements 2.1.2 and 2.2.1	<ul style="list-style-type: none"> • Excursion • Child Protection • Delivery and Collection of Children • Administration of Medication • Supervision • Providing a Child Safe Environment 	<ul style="list-style-type: none"> • My Time, Our Place. • Service newsletters/ parent notices • Authorisation details on enrolment forms • Attendance records • Medication authorisation records

ENDORSEMENT BY THE SERVICE:

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