

A-11 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

POLICY STATEMENT

This policy sets out the circumstances in which authorization (permission) from parents is required. Authorization is required to ensure the safety of the children and staff may refuse a parent/guardian's request unless the authorization is provided. For example, if a child is to attend an extra-curricular activity for which authorization is required, but has not been given, this will result in the child not being able to participate in the activity.

PROCEDURE

a) Examples of circumstances requiring authorization

- 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)
- Permission to share information (Regulation 181)
- 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.
- Children are leaving the service to make their own way home.

b) Methods of obtaining authorizations

- **The enrolment record**

The service's Kidsoft enrolment procedure requires parents/guardians to complete the following authorizations among others:

- ✓ Emergency contact and authorized nominee details
- ✓ authorization of administration of medication
- ✓ Medical treatment
- ✓ Permission to take a child outside the service (e.g. to be transported by ambulance)
- ✓ Transport a child outside the service (e.g. when on an excursion)
- ✓ Media, social media, photo permission form
- ✓ Permission to apply sunscreen/insect repellent

- **The Kidsoft parent portal**

Some authorizations can be changed/added/updated via the Kidsoft parent including:

- ✓ Emergency contacts/authorized nominees
- ✓ Child documents

- **Service Forms**

The following authorizations require the completion of a service form which is available on our website or from the office:

- ✓ Medication administration
- ✓ Permission for a child to arrive/leave the service unattended
- ✓ Regular Transport Permission (for taking children to and from the bus stop in before and after school care)
- ✓ Technology agreement and permission
- ✓ Communication and photo permission
- ✓ Permission to share information
- ✓ Allergy, food intolerance, special dietary requirement form
- ✓ Technology Permission and Agreement form

c) **Managing Authorisations**

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

- Ensure documentation relating to authorization (permission) from parents/guardian contains:
 - ✓ the name of the child enrolled in the service
 - ✓ the date
 - ✓ signature of the child's parent / guardian or an authorized nominee listed on the enrolment record
 - ✓ the approximate time the child will return to the service if the child is leaving the service and the time they will return to the service (if applicable)
 - ✓ the original form provided to the service
- Apply these authorizations to the collection of children, administration of medication, excursions and access to records
- Keep these authorizations in the child's enrolment record
- Ensure the child will not be permitted to leave the service or arrive unattended until authorization is obtained from the parent/guardian.
- Ensure that children do not sign themselves out or leave the service without an authorized adult, unless written authorization from the parent/guardian has been given.
- Obtain written authorization from a parent/guardian if someone who is not authorized on the child's enrolment record will be collecting the child.

- vii. In certain circumstances verbal authorization from a parent may be accepted at the discretion of the Responsible Person, if someone who is not authorized on the enrolment record will be collecting a child, for example if the parent will be unavoidably delayed and needs to make last minute emergency arrangements for the child to be collected. In these instances, the Responsible Person will record in the daybook:
 - ✓ The name of the parent/guardian authorizing an emergency collector
 - ✓ the time of the telephone call with the parent/guardian
 - ✓ the name of the person who will be collecting the child
 - ✓ The address of the person collecting the child
 - ✓ The Photo ID number of collector, for example, driver's license
 - ✓ The mobile phone number of the collector

- viii. Exercise the right to refuse if written or verbal authorizations do not comply with the requirements outlined above.

- ix. Waive compliance for authorization where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorization in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

CONSIDERATIONS

National Quality Standards

7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage the risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defining, and understood and support effective decision making and operation of the service

Education and Care Service National Regulations 2011

102AAB	Safe arrival of children policies and procedures
102D	Authorisation for service to transport children
160	Child enrolment records to be kept by approved provider
161	Authorisations to be kept in enrolment record

Related Policies / Forms

Delivery and Collection of Children policy
Governance and Management Policy
Family Information Booklet
Regular Transport Permission form
Permission for a child to arrive or leave the service unattended form
Technology permission and agreement form
Permission to share information form
Allergy, food intolerance, special dietary requirement form
Communication, photograph and marketing declaration and consent form

ENDORSEMENT AND REVIEWS

Date	Action
6 December 2012	Approved by SNCC Board
01.03.2024	Last Review Date
June 2027	Next Review Date