

# Early Childhood Management Services

## Quality Area 2: Children’s Health and Safety Early Childhood Education

### Acceptance or Refusal of Authorisations 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.

#### Principles

ECMS is committed to:

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

#### Background

Under the National Law and Regulations, 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 (Regulation 96)
- Children leaving the service premises (Regulation 99)
- Children being taken on excursions (Regulation 102).

There may be instances when a service refuses to accept a written authorisation.

#### Scope

This policy and procedure applies to all ECMS staff.

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## Roles and responsibilities

Director, Operations	Accountable for: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure.</li> </ul>
Area Managers	Responsible for: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure.</li> </ul>
Nominated Supervisors/Centre Directors	Responsible for: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure</li> <li>Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>Ensuring a child only departs from the service 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</li> <li>Ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee</li> <li>Keeping a written record of all visitors to the service, ensuring all visitors sign the visitors book on arrival at the service and identification/Working With Children Check (WWCC) is requested and includes time of arrival and departure</li> <li>Informing the Area Manager when a written authorisation does not meet the requirements outlined in service policies.</li> </ul>
Educators	Responsible for: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure</li> <li>Checking that parents/guardians sign and date permission forms for excursions</li> </ul>

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	<ul style="list-style-type: none"> <li>• Checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the service</li> <li>• Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>• Allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee</li> <li>• Allowing a child to 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</li> <li>• Following procedures if an inappropriate person attempts to collect a child from the service</li> <li>• Ensuring all visitors sign the visitors book on arrival at the service and identification/WWCC is requested and includes time of arrival and departure</li> <li>• Informing the Nominated Supervisor/Centre Director/Area Manager when a written authorisation does not meet the requirements outlined in service policies.</li> </ul>
Parent/guardian	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Reading and complying with the policies and procedures of the service</li> <li>• Completing and signing the authorised nominee section of their child's enrolment form before their child commences at the service</li> <li>• Signing and dating permission forms for excursions</li> <li>• Signing the attendance record as their child arrives at and departs from the service</li> <li>• 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.</li> </ul>

Related legislation	<ul style="list-style-type: none"> <li>• Child Safety Standards, Victoria</li> </ul>
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	<ul style="list-style-type: none"> <li>• Education and Care Services National Law 2010: Section 155, 165, 167, 175</li> <li>• Education and Care National Regulations 2011: Regulations 92, 93, 96, 99, 102, 160, 161, 168 (2) (m), 170</li> <li>• Children, Youth and Families Act 2005 (VIC) Child Wellbeing and Safety Act 2005 (VIC)</li> <li>• Child Wellbeing and Safety Act 2005 (VIC) (Part 2: Principles for Children)</li> <li>• Family Law Act 1975 (Cth)</li> </ul>
Related ECMS policy and procedure	<ul style="list-style-type: none"> <li>• Medication</li> <li>• Excursions</li> <li>• Dealing with Medical Conditions</li> <li>• Child Safe</li> <li>• Child safe environments</li> <li>• Supervision of children</li> <li>• Incident, Injury, Trauma and Illness (Incident reporting)</li> <li>• Delivery and Collection of Children</li> <li>• Asthma</li> <li>• Anaphylaxis</li> <li>• Diabetes</li> </ul>
Sources and further reading	<ul style="list-style-type: none"> <li>• Education and Care Services National Law 2010: Section 155, 165, 167, 175</li> <li>• Education and Care National Regulations 2011: Regulations 92, 93, 96, 99, 100, 101, 102, 161, 168</li> </ul>
Related to NQS Q.A	<p>2: Children’s Health and Safety</p> <p>5: Interactions with Children</p> <p>6: Partnerships with Families and Communities</p>
Attachments	Risk/Benefit Assessment Template

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