



# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Date: June 2018

Version: 1

Last Amended By: Michelle Higson

Next Review: June 2019

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## 1 Aim

Giggles & Atlas Childcare Centre aims to ensure that authorisations are in accordance with the Education and Care Services Education and Care Services National Regulations 2011 (168).

## 2 Overview

- Educators
- Children
- Staff
- Families
- Management
- Visitors

## 3 Responsibilities for the Approved Provider:

The Approved Provider of an education and care service must -  
Ensure the service operates in accordance with the Education and Care Services National Law 2010 and Education and Care Services Education and Care Services National Regulations 2011.

## 4 Responsibilities of the Nominated Supervisor

The Nominated Supervisor of an education and care service must –

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record, original copy or online copy and will include:
  - The name of the child enrolled in the service
  - The date
  - The signature of the child's parent/guardian or nominated contact person who is on the enrolment form. For online copies it is the parents name.
- The original form/letter/register provided by the service.
- Ensure 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 is enrolled at the service.
- Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards when arriving and departing the centre

The Nominated Supervisor will exercise the right of refusal for a child to leave the service with a person that is unauthorised to collect the child, or is not able to transport the child safely, i.e. if they appear to be under the influence of substances. The Nominated Supervisor/Responsible Person will

follow any family court order/AVO that maybe in place. This may result in the police being called if directions from the Nominated Supervisors/Responsible person is refused.

## **5 Responsibilities of the Educators**

The Educators of an education and care service must –

- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance 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 it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.

## **6 Responsibilities of the Family/Guardian**

The Family/Guardians of an education and care service must –

- Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.
- Keep child enrolment details forms current by stating who the authorised nominees are as circumstances change, this may be a change in legal guardian which we will need to sight the family court documents.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to Nominated Supervisor/Responsible Person and staff any individual requests regarding authorisations.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record.

## **7 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, the Approved Provider or delegated authority will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

## **8 Related Documents**

- Australian Children's Education and Care Quality Authority (ACECQA) - [www.acacqa.gov.au](http://www.acacqa.gov.au)
- National Quality Standard Quality Area 2: Children's Health and Safety

## **9 Related Statutory Obligations & Considerations**

- Education and Care Services National Law 2010 Clause 13(c)
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1998

## 10 Amendment History

Version	Amendment	Short Description
1	Policy template reformatted	Policy template reformatted – use of different headings to make clearer reading.

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.