

Acceptance and Refusal of Authorisations Policy

Policy Statement

Our Organisation aims to ensure that we act in an appropriate manner and keep accurate records to ensure the safety of the children is maintained. We have comprehensive processes in place for managing authorisations such as administration of medications, collection of children, medical conditions, excursions and providing access to personal records.

Procedures

Children leaving the premises in the care of someone other than their parent:

- ✓ Children will only be allowed to leave the Service with an authorised nominee, named in the child's enrolment form.
- ✓ Written permission, outlining full name of authorised nominee, contact number and relationship to the child, and if it is a one off authorisation or an ongoing arrangement.
- ✓ Adding the authorised person to child's enrolment form.
- ✓ Email from the parents email address, which has been provided by the parent at an earlier stage. Outlining full name of authorised nominee, contact number and relationship to the child, and if it is a once off authorisation or an ongoing authorisation.
- ✓ Phone permission will only be accepted in an emergency situation where the Responsible Person can identify the caller as the parent of the child. The person collecting the child must be known to the child and the child feels safe to leave the premises with the said person. Parents will be informed during the phone call that if the child feels uncomfortable leaving with said person we will refuse to let the child go home with said person and we will call them and let them know of this decision.
- ✓ Photo identification will be checked of all authorised persons collecting a child, by the Responsible Person who are unfamiliar. Photocopy of ID will be placed in child's file with date, relationship to child noted and verified by Coordinator or Responsible Person. Staff will document in the diary that they have done this and what documentation they have sighted.

Children being taken on excursions and regular outings - children can be taken on an excursion or a regular outing if:

- The excursion has been authorised by a Nominated Supervisor.
- Permission has been sort as per Activity Centres Inc Excursion Policy.
- The excursion is beneficial to the child's development and or leisure.

Considerations

Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
301	National regulations

Education and Care Services National Regulations

92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
96	Self-administration of medication
99	Children leaving the education and care service premises
102	Authorisation for excursion
102D	Authorisation for service to transport children
168	Education and care service must have policies
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's Health and Safety	2.2 Safety	2.2.1 Supervision 2.2.3 Child protection

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QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families	6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

Activity Centres Inc. Policies and Procedures

Child Safe Environment	Medical Conditions
Delivery and Collection of children	Nutrition
Enrolment	Orientation
Excursion	Transport Policy– safe transportation of children
First Aid Policy – Management of incident, injury, illness and trauma	Vacation Care
Management Committee	

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Legislation

Websites

United Nations Convention on the Rights of the Child	www.unicef.org.au
Staying Healthy Preventing infectious diseases in early childhood education and care services	www.nhmrc.gov.au
Work Health and Safety Act 2011 NSW	www.legislation.gov.au

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Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 22 November 2022

Acceptance and Refusal of Authorisations Policy is to be reviewed by the 22 November 2027