

# Acceptance and Refusal of Authorisations Policy

---

**Quality Area 2: Children's health and safety**

**Standard 2.2:** Each child is protected

**Quality Area 7: Governance and Leadership**

**Element 7.1.3:** Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

---

## **POLICY STATEMENT**

We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families. Authorisation, in the form of written permission from a family member/guardian, plays a vital role in ensuring the wellbeing and safety of the children under our care.

## **RATIONALE**

The Education and Care Services National Regulations mandate services to secure appropriate authorisations from parents in specific circumstances. These regulations necessitate authorisation for the following:

- Administering medication to children (Regulation 92)
- Children leaving the premises in the care of the parent or the authorised nominee (Regulation 99)
- Excursions, including transportation (Regulation 102)
- Transport provided or arranged by the service (Regulation 102D)
- Seeking medical treatment for children and transportation by an ambulance service (Regulation 161)

By adhering to these authorisation requirements, we ensure compliance with regulatory standards and prioritise the safety and well-being of the children in our care.

# Acceptance and Refusal of Authorisations Policy

---

## **CONSIDERATIONS:**

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
92, 93, 94, 96, 99, 102, 102D, 160, 161, 168, 170, 171, 172	2.1.1, 2.2.1 6.2 7.2 7.1.2, 7.1.3	Enrolment and Orientation policy	Children (Education and Care Services National Law Application) Act 2010

## **ENDORSEMENT BY THE SERVICE:**

**Approval date:** Sept 2024

**Date for Review:** Sept 2026

## **Policy History**

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Ruth Scott and Stuart Findlay, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Liz Watkinson	Procedure: 9	Added some information	Kerry Sinclair 12 Feb 2016

## Acceptance and Refusal of Authorisations Policy

		and Jane Leathwood			
4.0	17 August 2016 30 November 2016	Cameron Grant and Eloise Campbell	Added Non Notification Fee	- Wording of Activities - Non-Notification for extracurricular activities - Fees	Heather Bennett 6 Oct 2016 Belinda Edmunds 30 November 2016
5.0	7 August 2017	Rowan Friend And Belinda Edmunds	Policy Statement	Removed that the permission authorisation is at discretion or the director/nominated supervisor. Inserted 'Children leaving the premises of a service unaccompanied'.	Belinda Edmunds 21 August 2017
6.0	7 May 2019	Rowan Friend and Michelle Stewart	Split Policy from Procedure	Split Policy from Procedure	Kate Sellick – 8 May 2019
7.0	June 2023	Katie Woods (KW OSHC Consulting)	Considerations Rationale Policy Statement	Refined wording Update to regulations included	Rowan Friend – 3 Sept 2024

# Acceptance and Refusal of Authorisations Policy

---

## **PURPOSE**

The health, safety, and wellbeing of children are of utmost importance. Our policy on the acceptance and refusal of authorisations ensures compliance with regulatory requirements and best practices. Through this policy, we aim to involve families in the decision-making process, provide necessary training and support to our educators and staff, prioritise good governance and quality management, and maintain effective and transparent processes.

## **PROCEDURE**

### **I. Administering Medication to Children (Regulation 92):**

Documentation and Requirements:

- Ensure that documentation relating to medication authorisations from parents/caregivers contains the necessary information, including the child's name, date, parent/guardian signature, and original form/letter provided by the Centre.

### **II. Children Leaving the Premises (Regulation 99):**

#### **Collection of Children:**

- Obtain written authorisation from the parent/guardian if a person other than the parent/guardian or nominated person is to collect the child.
- Children and young people will be prevented from leaving the service in the absence of written authorisation, including attending extra-curricular activities.
- Children and young people are not permitted to sign themselves out or leave the service unless written authorisation from the parent/guardian has been given.
- In certain circumstances, verbal advice may be accepted at the discretion of the nominated Supervisor/Responsible Person. In these instances, the Nominated Supervisor/Responsible Person will record in writing the following (This will be emailed to the parent/career as confirmation):
  - Time of the telephone call with parent/career
  - The name of the person who will be collecting the child or young person.
  - Collection time
  - Nature of emergency
- The identity of the person collecting the child will be verified by visually confirming their

# Acceptance and Refusal of Authorisations Policy

---

personal photographic identification, such as a current driver's license.

## **III. Excursions, Including Transportation (Regulation 102):**

### **Authorisation for Excursions:**

- Obtain appropriate authorisations from parents/caregivers for children to participate in excursions.
- Communicate the details of the excursion, including transportation arrangements, to parents/caregivers and obtain their consent.

## **IV. Transport Provided or Arranged by the Service (Regulation 102D):**

### **Authorisation for Service Transport:**

- Obtain authorisations from parents/caregivers specifically related to transportation services provided or arranged by the service.
- Clearly communicate the details of the transportation arrangements to parents/caregivers and obtain their consent.

## **V. Seeking Medical Treatment and Ambulance Services (Regulation 161):**

### **Authorisation for Medical Treatment and Ambulance Services:**

- Obtain appropriate authorisations from parents/caregivers for seeking medical treatment for children and transportation by an ambulance service.
- In case of emergencies where immediate medical treatment is necessary, ensure that proper medical care is provided even without explicit authorisation. Notify parents/caregivers and emergency services promptly.

## **VI. Other Authorisations and Quality Practices:**

### **Child Agreement Forms**

Child agreement forms are required to be completed by the child/ young person if:

- They are in year 5 or above and are leaving Arabanoo unaccompanied.
- They are attending an onsite extracurricular activity during Arabanoo hours.

# Acceptance and Refusal of Authorisations Policy

---

A parent/guardian is required to submit a new authorisation form under the following circumstances:

- Annually at the beginning of Term 1.
- When a child starts a new activity that necessitates consent.
- *Please note that activities organised by Arabanoo, where a company/individual hired by Arabanoo is conducting the activity, do not require an Extra-Curricular Form (e.g., Yoga). However, these activities will require a completed Arabanoo Booking/Consent form, and a new form will be necessary for each term.*

## **Extra-Curricular Authorisations:**

For children and young people who will be attending an on-site extra curricular activity, a *Onsite Extra Curricular Authorisation Form* is to be completed.

Authorisation forms will contain:

- the name of the child enrolled in the service;
- the date the authorisation starts from,
- signature of the authorised nominee (e.g., parent, guardian, carer)
- the time the child will leave the service
- the time the child will return to the service (if applicable);

In the absence of written authorisation, children and young people will be unable to leave the service, to attend an extra-curricular activity. One-off approval may be approved if details above are emailed and agreed upon by the Operations Manager.

## **Notifications:**

We require notification in writing of a change to a child's extra-curricular activity in the following scenarios:

- The time has changed.
- The date has changed.
- The venue has changed.
- A child is now returning/not returning to Arabanoo after the activity.
- A child no longer needs to attend.

# Acceptance and Refusal of Authorisations Policy

---

- Any changes are made on the original form.

If the changes are ongoing, a new *Onsite Extra Curricular Authorisation Form* is required. A one-off change will be approved if communicated to and approved by the Nominated Supervisor.

Communication must be in writing.

- *Onsite Extra Curricular Authorisation Form*
- *Unaccompanied Leaving Authorisation Form*

## **Other instances where authorisation is needed:**

- The time, date or venue of an extra-curricular activity is changed.
- Attending a BHPS event for example a disco
- Children in year 5 or above are leaving the service unaccompanied.

## **Photos of Children and Privacy:**

- Parents/Guardians will have the option to provide consent for their child's photos to be taken during their participation in the Arabanoo program through the enrolment form.
- Further consent from both the parent/guardians and the child/young person will be obtained if the photos are intended for use on the Arabanoo website, for advertising purposes, or on social media.
- Educators will seek permission from each child/young person before taking their photo.

## **The Approved Provider in consultation with the Nominated Supervisor:**

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Keep an enrolment record for each child, including signed authorisations from parents or authorised persons for medical treatment, transportation, outings, and medication administration.
- Ensure medication records include parent-signed authorisations for medication administration and follow the provided instructions.
- Administer or allow self-administration of medication only with proper authorisation or in emergencies as specified in the regulations.
- Ensure children only leave the premises with authorised parents, nominees, or individuals

## Acceptance and Refusal of Authorisations Policy

---

listed in the enrollment record.

- Obtain appropriate authorisations for excursions, transportation, and other legal requirements or quality practices.
- Keep authorisations up to date.
- Establish processes for circumstances where authorisations are refused or not applicable.
- Ensure compliance with the policy and procedures among nominated supervisors, educators, staff, and volunteers.
- Provide easy access to copies of the policy and procedures for relevant personnel and inspections.
- Notify families at least 14 days in advance of any changes to the policy or procedures that significantly impact fees, education and care of children, or family's ability to utilise the service.

The Nominated Supervisor will:

- Implement and oversee the Acceptance and Refusal of Authorisations policy and procedures.
- Ensure completion and signing of authorisations by the child's family in the enrolment and medication records.
- Prevent transportation of children without proper authorisation.
- Administer or allow self-administration of medication only with proper authorisation or in emergencies as specified in the regulations.
- Ensure children only leave the premises with authorised parents, nominees, or individuals listed in the enrolment record.
- Obtain appropriate authorisations for excursions, transportation, and other legal requirements or quality practices.
- Keep authorisations up to date.
- Implement processes for circumstances where authorisations may be refused or not applicable.

Educators:

- Adhere to the Acceptance and Refusal of Authorisations policy and procedures.
- Ensure completion and signing of authorisations by the child's family in the enrolment and medication records.



## Acceptance and Refusal of Authorisations Policy

---

- Prevent transportation of children without proper authorisation.
- Administer or allow self-administration of medication only with proper authorisation or in emergencies as specified in the regulations.
- Ensure children only leave the premises with authorised parents, nominees, or individuals listed in the enrolment record.
- Obtain appropriate authorisations for excursions, transportation, and other legal requirements or quality practices.
- Keep authorisations up to date.
- Implement processes for circumstances where authorisations may be refused or not applicable.

### Families:

- Complete and sign authorisations in the enrolment and medication records before their child commences at the service.
- Complete and sign authorisations for excursions and transportation by the service.
- Keep authorisations and contact details up to date.
- Familiarise themselves with circumstances where authorisations may be refused or not applicable.

# Acceptance and Refusal of Authorisations Policy

---

## CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
92, 93, 94, 96, 99, 102, 102D, 160, 161, 168, 170, 171, 172	2.1.1, 2.2.1 6.2 7.2 7.1.2, 7.1.3	Enrolment and Orientation policy	Children (Education and Care Services National Law Application) Act 2010

## ENDORSEMENT BY THE SERVICE:

**Approval date:** Sept 2024

**Date for Review:** Sept 2024

### Policy History

#### Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

#### Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Ruth Scott and Stuart Findlay, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Liz Watkinson	Procedure: 9	Added some information	Kerry Sinclair 12 Feb 2016

## Acceptance and Refusal of Authorisations Policy

		and Jane Leathwood			
4.0	17 August 2016 & 30 November 2016	Cameron Grant and Eloise Campbell	Added Non Notification Fee	- wording of activities - Non Notification for extra curricular activities - fees	Heather Bennett 6 Oct 2016 Belinda Edmunds 30 November 2016
5.0	7 August 2017	Rowan friend and Belinda Edmunds	Authorisation from parent/career is required if:  Procedure point 9	Added that onsite activities must be at Balgowlah Heights Public School  Added in what is required in certain circumstances	Belinda Edmunds 21 August 2017
6.0	7 May 2019	Rowan Friend and Michelle Stewart	Split Policy from Procedure	Split Policy from Procedure	Kate Sellick – 8 May 2019
7.0	June 2023	Katie Woods KW OSHC Consulting	Procedures  Formatting	<b>Added:</b> <ul style="list-style-type: none"> <li>• Family involvement</li> <li>• Training &amp; support for educators</li> <li>• Governance &amp; quality management processes.</li> </ul>	Rowan Friend – 3 Sept 2024

## Acceptance and Refusal of Authorisations Policy

---

				<ul style="list-style-type: none"><li>• Photo permissions</li><li>• Specific responsibilities of Approved Provider, Nominated Supervisor, educators &amp; Families.</li><li>• Formatting updated and made more accessible and clearer.</li></ul> <p><b>Removed:</b> References to fees. – Included in fee policy</p>	
--	--	--	--	--	--