



ACCEPTANCE AND REFUSAL AUTHORISATION POLICY

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. All authorisation and refusals are to be kept in the child's enrolment record.

Nurture and Nature Preschool cannot hold places, families are aware that submitting an enrolment form does not guarantee a placement for their child. Families enrolling their child for a specific start date longer than 14 days of submitting the enrolment application are placed on a waitlist until a place is confirmed as available by the service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

PURPOSE

We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal.

SCOPE

This policy applies to families, staff, management and visitors of the Service.

IMPLEMENTATION

Our Service will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters including:

- Administration of medication to children
- Administration of medical treatment, dental treatment, and general first aid treatment
- Ambulance transportation
- Excursions, including regular outings
- Incursion attendance
- Taking of photographs by people other than educators
- Water based activities
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment or trips outside the service premises.



- Children leaving the premises in the care of someone other than a parent or guardian

MANAGEMENT WILL ENSURE THAT:

- The acceptance and refusal authorisation policy is reviewed and maintained by Service management and adhered to at all times by educators
- All staff follow the policies and procedures of our Service
- All parents/guardians have completed the authorised person's section of their child's enrolment form (refer to *Enrolment and Orientation Policy*), and that the form is signed and dated before the child commences at the Service
- Permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to *Excursion Policy*)
- Parents/guardians are provided with a copy of relevant policies for our Service or are aware of how they can be accessed
- Attendance records are maintained for all children attending the Service
- A written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented
- Where a child requires medication to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included within the child's record (Refer to *Administration of Medication Policy*).
- Educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (Refer to *Arrival and Departure of Children Policy* and *Child Safe Environment Policy*).

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- Follow the policies and procedures of the Service
- Ensure documentation relating to authorisations contains:
 1. the name of the child enrolled in the service
 2. date
 3. signature of the child's parent/guardian and nominated contact person as named on the enrolment form.
- Keep all authorisations relating to each child in their enrolment record
- Exercise the right of refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the Service, it is best practice to document:
 1. the details of the authorisation
 2. why the authorisation was refused and
 3. actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected (Refer to *Refusal of Authorisation Record*).
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy, or diabetes. In accordance with National Regulations and National Law, the Service can administer medication in these circumstances without authorisation. If these situations occur Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency.



- Ensure a child only departs from the Service with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to *Arrival and Departure of Children Policy*).
- Ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised person
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service's policies.

EDUCATORS WILL:

- Follow the policies and procedures of the Service
- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the Service
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy, or diabetes emergency
- Allow a child to depart from the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion
- Follow procedures if an inappropriate person attempts to collect a child from the Service (for example, an intoxicated person)
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service's policies.

FAMILIES WILL:

- Read and comply with the policies and procedures of the Service
- Complete and sign the authorised person section of their child's enrolment form before their child commences at the Service
- Ensure that changes to nominated authorised persons are provided to the Service in a timely manner
- Advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the Service
- Sign and date permission forms for excursions
- Register the attendance record as their child arrives and departs from the Services

Source

Australian Children's Education & Care Quality Authority. (2014).
 Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/>
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Standard. (2017).
 Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	FEBRUARY 2020	NEXT REVIEW DATE	FEBRUARY 2020
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