

Acceptance and Refusal of Authorisations Policy



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Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 7 – Leadership & service management			

1. Policy Statement

Our organisation aims to provide clear and transparent policies and procedures for authorisations. This helps educators and families understand exactly what they need to do.

2. Rationale

To ensure children's health and safety and comply with the requirements of the National Law and Regulations and policies and procedures, River Region Early Education requires authorisation for a variety of activities. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

3. Definitions

Nil

4. Guidelines

a) Authorisations

River Region Early Education requires that the authorisation is provided in writing and is dated for the following:

- administration of medication (regulation 92),
- administration of medical treatment, dental treatment, general first aid products and ambulance transportation (required in enrolment records),
- excursions including regular outings (regulation 102),
- taking of children's photographs,
- posting of children's photographs on the service social media account,
- collection of children by people other than parents (regulation 99), for example when a child:
 - leaves in accordance with written authorisation of a parent or authorised nominee,
 - is given into care of a person or taken outside the premises for urgent medical treatment or because of another emergency,
- disclosure of a child's personal information where this is not legally required or families would not expect the disclosure,
- transport of children (regulation 102D).

Written authorisations will contain all information required under the National Regulations and service policies - please see specific policies for more details.

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Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released. See *NQS2.50 Delivery and Collection of Children Policy* for more information.

b) Verbal authorisations

Our service will accept verbal authorisations in the following situations:

- there is a medical emergency (authorisations are not required for asthma and anaphylactic emergencies)
- parents or authorised nominees are unable to collect a child before the service closes and authorise an alternate person to collect the child (Educators will request that the family send a text or email as written authorisation. To be printed and filed in the enrolment record)

In any situation where verbal authorisation is provided, the family must then sign an authorisation next time the child attends the service. This will be printed, sent to admin to add in Xplor and filed in the child's enrolment record.

c) Refusing written authorisations

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.

Educators will refuse an authorisation if it unreasonably risks the child's safety, is not in line with our policies and procedures or is fraudulent. For example, educators will refuse an authorisation in the following situations:

- the authorisation is not (or does not appear to be) made by an authorised person,
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child (*NQS2.50 Delivery and Collection of Children Policy*).

For transparency and accuracy, if educators refuse an authorisation, they will record the following information in the child's file:

- the details of the authorisation,
- why the authorisation was refused,
- actions taken e.g. parent asked to supply medication in original container.

This is to be recorded on the relevant incident form.

5. Procedure

Nil

6. Sources

- Centre Support
- CELA
- Education and Care Services National Law and Regulations
- National Quality Standard

7. Relevant Legislation, Regulations and Standards

Legislation	
Education and Care Services National Regulation	
92	Medication record
93	Administration of medication
99	Children leaving the education and care service premises
102	Authorisation of excursions
160	Children enrolment records to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
Children (Education and Care Services) Supplementary Provision Regulation 2012 (Mobile)	
75	Information and access to be denied to certain persons
77	Authority for excursions
80	Illness, accident and emergency treatment
National Quality Standards	
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
Child Safe Standards	
3	Families and communities are informed and involved
Early Years Learning Framework Learning Outcomes	
Early Years Learning Framework Principles	

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	Secure, respectful, and reciprocal relationships
	Partnerships
Early Years Learning Framework Practices	
	Holistic, integrated, and interconnected approaches

8. Related Documents

Doc #	Attachments

Doc #	Intersections with other key documents
NQS6.40	Enrolment and Orientation Policy
NQS2.30	Administration of Medication Policy
NQS2.80	Emergency Management and Evacuation Policy
NQS2.90	Excursion Policy
NQS2.50	Delivery and Collection of Children Policy
NQS2.23	Safe Transport and Arrival Policy
NQS7.64	Photography Policy
NQS7.60	Privacy and Confidentiality Policy

9. Document Control

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NQS7.43	Acceptance and Refusal of Authorisations Policy	1	March 2019	March 2021
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