



# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

## POLICY RATIONALE

Gordon OHSC ensures the safety and well-being of children attending the program and the details of which persons are authorised to collect children from the service are maintained accurately to ensure that children are only placed in the care of persons appropriate to collect them at the end of each day. Gordon OHSC also reserves the right to determine if any written authorisation from a parent, guardian or authorised nominee will be accepted. In this way, Gordon OHSC ensures that it meets its duty of care obligations under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

This policy provides a set of clear guidelines and procedures to:

- *Ensure that children's enrolment records are maintained accurately at all times.*
- *Ensure that all educators are aware of their legal obligations in relation to releasing children to authorised persons and the details of this policy.*
- *Details the roles and responsibilities of parents/guardians, educators and Gordon OHSC in relation to all authorisations that are provided.*

## POLICY OBJECTS

This policy is intended to guide Gordon OHSC and its educators to recognise that under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011, Gordon OHSC is required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, well-being and best interests of the child are met. These circumstances include but are not limited to:

- *self-administration of medication (Regulation 96)*
- *children leaving the service premises (Regulation 99-102)*
- *children being taken on excursions (Regulation 100 -102)*

Specific Gordon OHSC policies including Delivery and Collection of Children Policy, Enrolment and Orientation Policy include details of the conditions under which written authorisations will be accepted. However, there may be instances when a program refuses to accept a written authorisation. Under the Education and Care Services National Regulations 2011 (Regulation 168(2)(m)) Gordon OHSC's Acceptance and Refusal of Authorisations Policy helps educators and parents/guardians understand exactly what they need to do.

This policy outlines procedures to be followed when refusing a written authorisation from a parent/guardian or person authorised and named in the enrolment record.

## PROCEDURES

### Procedures for 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 a representative of the Approved Provider, will:

- *immediately explain to the parent/guardian that their written authorisation contravenes service policy and that it cannot be accepted*
- *ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation*
- *request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy*
- *ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation*
- *follow up with the parent/guardian, where required, to ensure that appropriate written authorisation is obtained.*

## DEFINITIONS

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, the signature of the person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Authorised nominee:** (In relation to this policy) a person who has been given written authority by the parents/ guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. (R 161)

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

**Inappropriate person:** A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (S 171(3)).

**Medication record:** Contains details for each child to whom medication is to be administered by the service. This includes a parent/guardian or authorised nominee section containing the child's name, signed authorisation to administer medication and a record of the name of the medication administered, the time and date the medication was last administered, the time, date, dosage and manner in which medication is to be next administered. An educator section will then document the dosage, time and date that the medication was administered, the manner in which the medication was administered and the name and signature of the person administering the medication and of the person checking the medication. (R 92) A sample medication record is available on the ACECQA website.

## REFERENCES

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 2 – Children's health and safety

Quality Area 7 – Leadership and Service Management

Education and Care Services National Regulations (2011) R 168, R 161, R 158, R 96, R 99-102

Education and Care Services National Law Act (2010) S 167

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