

Early Learning

Acceptance and Refusal of Authorisations Policy

Policy Statement

Uniting Early Learning is committed to:

- ensuring the safety and wellbeing of all children attending the service;
- meeting its duty of care obligations under the law;
- the circumstances in which written authorisation is required from parents or an authorised person;
- procedures for managing authorisations;
- procedures to be followed when refusing authorisation from a parent or authorised person.

Executive Summary

A fundamental requirement of an early childhood service is to ensure that every reasonable precaution is taken to protect children from harm and hazard likely to cause injury, whilst attending services including associated activities such as excursions and nature program. Parent's or legal guardian's written authorisation for a variety of circumstances will enable service staff to meet their obligations set out in the law.

Authorisations in writing, signed and dated by a parent or authorised person must be obtained and properly maintained in relation to a child: being administered medication while attending the service; participating in an excursion or leaving the service premises and emergency notification if parents are unable to be contacted.

All parents must complete the authorisation section of their child's enrolment form (refer to *Enrolment and Orientation Policy*), and sign and date this before the child is enrolled at the service.

There may be circumstances where a service refuses to accept an authorisation if it does not meet the requirements. In such a case, reasons why the authorisation cannot be accepted must be explained immediately and an appropriate alternative authorisation provided as soon as possible.

Current Environmental Context

If authorisation is refused by the service, details to be documented include: the details of the authorisation, reason for refusal and actions taken by the service.

Attachment 18a: Responsibilities relating to Acceptance and Refusal of Authorisation Policy

Attachment 18b: Procedures for refusing an authorisation

Attachment 18c: Examples of circumstances in which authorisation might be refused

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning Executive Officer			Page 1 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Reference/Sources

This policy should be read in conjunction with:

Uniting Child Safety Policy – Uniting adopts the Uniting Church Australia National Child Safety Policy Framework, 2019 and the principles of this Policy Framework.

Administration of Medication Policy	Anaphylaxis Appendix Policy
Asthma Appendix Policy	Child Safety policy Child Safety – Code of Conduct
Dealing with Medical Conditions Policy	Delivery and Collection of Children Policy
Diabetes Appendix Policy	Emergency and Evacuation Policy
Enrolment and Orientation Policy	Epilepsy Appendix Policy
Excursions Regular Outings and Service Events Policy	Incident, Injury, Trauma and Illness Policy

- Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au/
- *Children, Youth and Families Act 2005* (Vic) *Child Wellbeing and Safety Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Family Law Act 1975* (Cth)
- Children’s Services amendment Act 2019
- Children’s Services Regulations 2020
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- *National Quality Standard*, Quality Area 2: Children’s Health and Safety
- *Tasmanian Licensing Standards for Centre Based Child Care Class 5* (October 2014). Standard 4, 15c, d, e.

Authorisation

This policy was adopted by Uniting Early Learning on: 19/2/2021

Review

This policy is to be reviewed by: 19/2/2022

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning – Executive Officer			Page 2 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Attachment 18a: Responsibilities relating to the Acceptance and Refusal of Authorisation Policy

Approved Provider

- Ensure that all service policies are available for inspection at the service. [Click here](#)
- Ensure that the Responsible Person, staff and volunteers follow the policies and procedures of the service.
- Ensure that all parents/guardians complete the authorisation section of their child's enrolment form, and that the form is signed and dated before the child is enrolled at the service (refer to *Enrolment and Orientation Policy*).
- Ensure that an attendance record is maintained to account for all children attending the service.
- Ensure a written record of all visitors to the service, including time of arrival and departure, is kept.
- Ensure that written authorisation is provided by a parent or an authorised person prior to an excursion (refer to the *Excursions, Regular Outings and Service Events Policy*).
- Ensure that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent or authorised person, and included with the child's medication record (refer to *Administration of Medication Policy*).
- Ensure that medication is not administered to a child without the authorisation of a parent or authorised person, except in the case of an emergency, including: an asthma or anaphylaxis emergency.
- Ensure that a child is allowed to depart from the service only with a person who is the parent or authorised nominee ([refer to Glossary](#)), or with the written authorisation of one of these, except in the case of a medical or other emergency.
- Ensure that there are procedures in place if an inappropriate person ([refer to Glossary](#)) attempts to collect a child from the service (refer to Attachment 4c – Procedures to ensure the safe collection of children in *Delivery and Collection of Children Policy*).
- Develop procedures for refusing an authorisation that does not meet the requirements outlined in service policies (refer to Attachment 18b).

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning – Executive Officer			Page 3 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Responsible Person and Educators

- Understand and comply with the policies and procedures of the service.
- Ensure that all service policies are accessible and available.
- Ensure that all parents complete the authorisation section of their child's enrolment form, and that the form is signed and dated before the child is enrolled at the service (refer to *Enrolment and Orientation Policy*).
- Ensure that an attendance record is maintained to account for all children attending the service.
- Keep a written record of all visitors to the service, including time of arrival and departure.
- Ensure and check that parents or authorised persons sign the attendance record as their child arrives and departs from the service.
- Ensure and check that parents, or authorised persons, sign and date permission forms for excursions.
- Do not allow a child to participate in an excursion without the written authorisation of a parent or authorised person.
- Ensure the administration of medication is only with the written authorisation of a parent or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency.
- Allow a child to depart from the service only with a parent, authorised nominee (refer to *Glossary*), or with the written authorisation of one of these, except in the case of a medical or other emergency.
- Follow procedures if an inappropriate person (refer to *Glossary*) attempts to collect a child from the service. (Refer to *Attachment 4c – Procedures to ensure the safe collection of children in Delivery and Collection of Children Policy*)
- Follow procedures for refusing an authorisation (refer to *Attachment 18b*) when the authorisation does not meet the requirements outlined in service policies.
- Ensure a parent or authorised person provides written authorisation where a child requires medication to be administered by educators/staff, and sign and date it for inclusion in the child's medication record.
- Ensure a parent or authorised person provides authorisation where a child requires a medical management and communication plan.

Parent

- Ensure a parent or authorised person completes and signs the authorisation section of their child's enrolment form before their child commences at the service (refer to *Enrolment and Orientation Policy*).

Note: Volunteers and students, while at the service, are responsible for following this policy and its procedures.

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning – Executive Officer			Page 4 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Printed hard copies of this document are considered uncontrolled.

Please refer to the Uniting Intranet/Document Management System for the latest version.

Attachment 18b: Procedures for refusing an authorisation:

On receipt of an authorisation that does not meet the requirements outlined in relevant service policies:

The Approved Provider/delegate will;

- immediately explain to the parent that the authorisation contravenes service policy, and that it cannot be accepted.
- ensure that the parent 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 authorisation is provided by the parent that complies with the requirements of the relevant service policy.
- ensure that procedures outlined in the relevant service policy are followed where a parent cannot be immediately contacted to provide an alternative authorisation.
- follow-up with the parent, where required, to ensure that an appropriate authorisation is obtained.
- document the process of refusal including:
 - details of the authorisation
 - why the authorisation was refused
 - actions taken by the service (e.g. if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service because they were under the influence of alcohol, what action was taken to ensure that the child was collected)
 - inform the Approved Provider

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning – Executive Officer			Page 5 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Attachment 18c: Examples of circumstances in which an authorisation might be refused

Decisions to refuse an authorisation will be made on a case by case basis by the service.

Following are some examples of why an authorisation might be refused.

Delivery and Collection of Children:

The service could refuse to accept an authorisation if:

- the sibling or older child authorised to take another child out of the service does not appear to be capable.
- the child is given authorisation to leave the service alone, however they do not appear to be capable or the environment they would be in alone is unsafe.
- the parent or authorised person does not appear to be fit to take care of the child.

Administration of Medication:

The service could refuse to accept an authorisation if:

- someone who has not been authorised to consent to the administration of medication to the child asks the service to administer medication to that child
- the service is asked to administer medication to a child that is not in accordance with the legislative requirements, for example the medication is not in its original container, does not have the original label with the child's name, or has passed the expiry date.
- written authorisation has not been provided by a person with the authority to consent to the self-administration of medication.

Excursions

The service could refuse to accept an authorisation if:

- the authorisation received for the excursion does not appear to have been signed by a person authorised to sign.

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Early Learning – Executive Officer			Page 6 of 6
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 018
Date Published	19/2/2021	Revision Due Date	19/2/2022	

Printed hard copies of this document are considered uncontrolled.

Please refer to the Uniting Intranet/Document Management System for the latest version.