



# Child Care - Acceptance or Refusal of Authorisations Policy & Procedure

Blackburn North Neighbourhood House - Inc A0009540J

## Purpose:

This policy outlines procedures to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

## Principles:

Blackburn North Neighbourhood House (BNNH) is committed to:

- Ensuring the safety and wellbeing of all children attending the service
- Meeting its duty of care obligations under the law

## Background:

Under the national Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- Children leaving the service premises (Regulation 99).

There may be instances when a service refuses to accept a written authorisation.

## Scope:

This policy and procedure applies to all BNNH staff.

## Roles and Responsibilities

R indicates legislation requirement, and should not be deleted			
Parents/guardians			Ensuring implementation and compliance with this policy and procedure
Educators, volunteers and all other staff	✓		Ensuring that documented authorisations are obtained before a child commences at the service
Nominated supervisor and persons in day-to-day charge			Ensuring that authorisations will be stored appropriately to maintain confidentiality
Approved provider and persons with management or control			Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
		✓	Ensuring a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency.
		✓	Keeping a written record of all visitors to the service, ensuring all visitors sign the visitors book on arrival at the service and identification/Working with Children Check (WWCC) is requested and includes time of arrival and departure.
			Checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the service
			Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
			Allowing a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency
			Following procedures if an inappropriate person



attempts to collect a child from the service				
• Ensuring all visitors sign the attendance book on arrival at the service and identification/WWCC is requested and includes time of arrival and departure			✓	
• Informing the Nominated Supervisor when a written authorisation does not meet the requirements outlined in service policies.			✓	
• Reading and complying with the policies and procedures of the service				✓
• Completing and signing the authorised nominee section of their child's enrolment form before their child commences at the service				✓
• Signing the attendance record as their child arrives at and departs from the service				✓
• Providing written authorisation where children require medication to be administered by Educators/staff, and signing and dating it for including in the child's medication record.				✓

### Relevant Legislation/Guidelines

- Child Safety Standards, Victoria
- Education and Café Services National Law 2010: Section 155, 165, 167, 175
- Education and Care National Regulations 2011: Regulations 92, 93, 96, 99, 102, 160, 161, 168 (2) (m), 170
- 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)

### AUTHORISATION

This policy was adopted by the approved provided of Blackburn North Neighbourhood House on 13 August 2021.

**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 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 an appropriate written authorisation is obtained.