

POLICY

POLICY 22: ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services and Programs

OUTCOME:

The safety of children whilst attending Our Village Family Childcare Service is paramount. The service will ensure parents/guardians provide their authorisation for specific activities and/or decisions.

SCOPE:

This document applies to the Educators, Families, and Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

To clarify when and how authorisations will be accepted from parent/guardians in order to protect the health, safety and wellbeing of children in the service.

PROCESS:

- **Enrolment Record:**
 - Parents/guardians complete an enrolment record for their child prior to commencement on education and care. The enrolment record provides authorisation for a number of key decisions.
 - Educators must ensure they have an enrolment record for each child they are providing education and care for.

- **Routine Outings**
 - Educators must ensure they have authorisation in writing from parents/guardians for routine outings, using the ~~A~~Routine Outingsqpermission format.

- **Specific Non-routine Outings**
 - Educators must ensure they have authorisation in writing from parents/guardians for specific non-routine outings, using the ~~A~~Specific Excursionqpermission format.

- **Administering Medication**
 - Authorisation to administer pain relief medication must be provided by the parent /guardian (see child enrolment record).
 - Parents/guardians must provide authorisation to administer all other medications on the ~~A~~Medication Formq as required.
 - Authorisation for a child over pre-school age, to self-administer medication, must be given on the ~~A~~Medication Formqby the childq parent or guardian.

- **Collecting Children from Education and Care**
 - Only persons aged sixteen years and over can be nominated to collect a child from education and care (see child's enrolment form). Authorisation for anyone under the age of sixteen years will not be accepted by the service.

DEFINITIONS:


REFERENCES:

Education and Care Services National Regulations 2011, Regulation 168

RELATED DOCUMENTS:

Anaphylaxis Management Policy - 1
 Asthma Management Policy - 4
 Medication Policy - 25
 Dealing with Medical Conditions Policy - 45
 Excursions - 16
 Delivery and Collection of Children Policy - 3

This box to be completed after final draft has been approved.

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Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	