

POLICY NO 22: ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

It is a requirement within the Education and Care Services National Regulations that Our village Family Childcare (OVFC) needs both verbal and written authorisations relating to the education and care of every child enrolled within the service.

CRITICAL INFORMATION:

This policy and procedure outline the criteria and expectations of the Educators, Coordination Unit Staff, and families in relation to what they need to follow and provide in relation to accepting and refusing authorisations to ensure the safety of the children within the Our Village Service.

Contents

POLICY STATEMENT:..... 1

PURPOSE: 1

OUTCOME: 1

SCOPE/RESPONSIBILITIES:..... 1

STATEMENT OF DIVERSITY 2

DEFINITIONS:..... 2

PROCEDURES:..... 2

REFERENCES: 3

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:..... 3

VERSION CONTROL AND LEGISLATION: 3

PURPOSE:

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

OUTCOME:

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

SCOPE/RESPONSIBILITIES:

This document applies to the Educators, Families, and Coordination Unit Staff of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Authorisation	Is the official permission for something to happen, or the act of giving someone official permission to do something.
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PROCEDURES:

Our Village Family Childcare Enrolment Records

Parents/guardians complete an enrolment record for their child prior to commencement on education and care. The enrolment record provides authorisation for several key decisions, the coordination unit must ensure that documentation relating to the authorisations include:

- The Name of the child enrolled.
- The Date the child was enrolled.
- Signature of the child’s parent/guardian or nominated contact person on the enrolment form.

All Educators must ensure they have an enrolment record for each child they are providing education and care for. This can be either a hard copy or electronic access through the child record on the Harmony Childcare program.

Our Village Family Childcare Required Authorisations for an Education and Care Service

- Routine Outings:
 - Educators must ensure they have authorisation in writing from parents/guardians for routine outings, using the OVFC Routine/Specific Outing Authority (Part A)
- Specific Outings (non-routine):
 - Educators must ensure they have authorisation in writing from parents/guardians for specific non-routine outings, using the OVFC Routine/Specific Outing Authority (Part A)
- Medical:
 - Authorisation to administer pain relief medication must be provided by the parent /guardian on the child enrolment record.
 - Parents/guardians must provide authorisation to administer all other medications on the ‘Medication Form’, as required.
 - Authorisation for a child over pre-school age, to self-administer medication, must be given on the ‘Self-Administration Medication Record’ (for school age children), as required and by the child’s parent or guardian.
 - Consent to medical treatment and/or transportation by emergency services if required.
 - Verbal administration of medication in an emergency
- 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 record)

- Authorisation for anyone under the age of sixteen years will not be accepted by the service.

Refusal of Authorisations

- In general, the service accepts authorisations, however there may be exceptional circumstances where the service refuses an authorisation. All the decisions surrounding refusing an authorisation will be made on a case-by-case basis. For example:
 - The parent or any other authorised nominee or person does not appear to be fit to be able to care for the child e.g., under the influence of drugs or alcohol.
 - The child has been given authorisation to be able to leave the service on their own. However, the environment the child would be alone in is unsafe.
 - The authorisation forms have not been completed correctly e.g., when going on an excursion.
 - Where the health and safety of a child is compromised.
- In the circumstance that the authorisation has been refused by the service, this information will be documented as follows:
 - The details of the authorisation
 - Why the authorisation was refused.
 - Actions taken by the service.

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) – Regulation 92, 93, 94, 95, 102, 102D, 161 168](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

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

VERSION CONTROL AND LEGISLATION:

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