Acceptance and Refusal of Authorisations – Policy

Rationale:

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from parents in special circumstances.

Definitions:

Educator: Any person who works directly with children and is included in the 'educator-to-child' ratio

Staff: Adults who are not included in the educator to child ratios and/or perform another primary function in the education and care service.

RPIC: Responsible Person in Charge

Primary Carer: A primary carer is the enrolling parent on Xplor for CCS purposes..

This policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from a primary parent is to ensure the safety of the children and staff may refuse a parent / guardian's request unless the authorisation is provided e.g. If a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format, however in some circumstances verbal authorisation may be accepted at the discretion of the staff as detailed in procedures. If authorisation is offered verbally, it should always be followed up in written format.

The Regulations stipulate an authorisation must be obtained for:

- Administering medication to children
- Children leaving the premises of a service with a person who is not a parent of the child
- Children being taken on excursions
- Access to personal records
- Authorisation for service to transport children

PMNC Children's Services requires authorisations in relation to:-

- Nominating who the Enrolling Parent is
- Nominating Emergency Contacts and authorised people to collect children from the Centre
- Medical Consent and/or Ambulance Transportation
- Taking the children from the Centre to St Agnes Oval or school areas for active outdoor play

- Use of Photographs – on display at the Centre or in the Media
- Payment of fees and costs of Debt Recovery
- Children leaving or arriving at the Centre for Extra Curricular activities run by schools or sports groups
- Permission to watch PG content

National Education and Care Regulations	
93	Administration of medication
99	Children leaving the education and care service premises
102D(4)	Authorisation for service to transport children (d) if the authorisation is not for regular transportation, the date the child is to be transported; and
102	Authorisation for excursions
161	Authorisations to be kept in enrolment record
181	Confidentiality of records kept by approved provider

National Quality Standard (NQS)		
Quality Area 7: Governance and Leadership		
7.1	**Governance**	Governance supports the operation of a quality service
7.1.2	**Management Systems**	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Related Centre Policies & Procedures

- Enrolment Procedures Policy & Procedures

References:

- Network of Community Activities – Acceptance & Refusal of Authorisations Template

Acceptance and Refusal of Authorisations Staff Procedures

Before / After School and Vacation Care

1. *On Enrolment the Primary Carer will complete the appropriate Enrolment Form containing authorisations. The Team Leader or Coordinator will ensure all authorisations are complete and the Primary Carer understands what the authorisations are for.*

2. *Authorisation for excursions other than the use of the St Agnes oval / school area will be completed on a separate Excursion Permission Form – children may only attend excursion if the parent signs the permission note. In the event that a Primary Carer misses signing the form and staff are able to contact the parent by phone a verbal authorisation will be accepted as per the procedure for verbal authorisation, or the Primary Carer will be asked to text or email through a written authorisation if possible.*

3. *In the event of a child needing to attend an extra-curricular activity such as Art Class or Sports Training etc. written authorisation will be required from the Primary Carer detailing dates and times that the child is to leave the Centre or arrive at the Centre and also the person authorised to take the child from the Centre. These notifications will be kept on the child's Xplor Profile .*

4. *The Team Leader or Responsible Person in Charge will communicate to educators at the 2.30pm meeting (at OOSH) or when possible in Vacation Care, any known changes to arrangements for collection of children. All permanent educators are to communicate any change or difference in the arrangements to the collection of children throughout the day to the Team Leader or Responsible Person in charge for clarification.*

5. *In the event of a Primary Carer ringing the Centre to advise that someone other than an authorised person will be collecting their child, staff will advise the Primary Carer that as a one off we can take a verbal authorisation and that they will need to add the person to their child's Xplor Profile via the Primary Carers Xplor Ap. The preferred procedure is to email an advice to the Responsible Person in Charge (RPIC) or Coordinator that someone that is not authorised in Xplor is collecting their child from the service or to give written authority. Staff will also advise the Primary Carer to tell the person to have some ID with them to identify themselves to staff.*

6. *Families will be encouraged to maintain their contacts details via the Primary Carers Xplor App or contact the centre, particularly any regular authorised people who can drop off or collect their children. These authorized persons will be asked to manually sign in using their mobile number/email address and pin they created on the Centre device to electronically sign in or out when collecting or dropping off.*

7. *In the event that educators are required to sign children In or Out due to the family member or emergency contact not having their own HUB Access, Educators will record the event on the Centre's electronic device ensuring the optional note is completed or detailing who the authorized person was.*

8. *Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above*

9. *Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the parent / guardian as soon as practicable after the medication has been administered.*

Verbal Authorisation Procedures

10. *Staff will record in the 2.30 Meeting or day sheet the time of the telephone call with the Primary Carer and the name of the person who will be collecting the child. The Primary Carer will be requested to send this information in an email.*

11. *Identity of the person collecting the child should be confirmed by the Responsible Person in Charge (RPIC) (or delegated person) by sighting ID – preferably photographic ID e.g. Current drivers licence*

12. *Responsible Person in Charge (RPIC) will follow up with the Primary Carer the next time they are in at the centre to have them amend their authorised people to collect their children on the Enrolment Form if it is an ongoing event.*