**Refusal and Acceptance of Authorisation Policy**

**Rationale:**

Education and Care Services National Regulations require service providers to ensure that an authorisation is obtained from parents in some circumstances. A policy on the acceptance and refusal of authorisations would set out the circumstances in which a service would require an authorisation from parents, and the criteria by which the service would decide whether or not to accept the authorisation.

**Policy:**

We will ensure that an authorisation from parents/guardians is obtained for the following:

# Written authorisation signed and dated:

* **Enrolment forms including:**
  + Application of sunscreen
  + To keep information current
  + To abide by the centre’s Illness and Sickness Policy
  + Permission of photographs
  + Permission for the child to have band-aid or sticking plaster applied when necessary
  + Confirmation of reading policies
  + In the event of an emergency, an ambulance can be called
  + In the event of a child contracting an infectious disease, parents will appropriately exclude them from the centre
  + Authorisation to care for their child
  + Authorisation must be given for the permission to use photos of their child in other children’s Learning Stories
  + Authorisation must be given for all children attending General Outings at the time of enrolment
  + Authorisation must be given for all children attending each detailed Excursion
  + Authorisation must be given for headlice checks
  + Parents/guardians must sign off all accident forms
  + Authorisation must be given for any medication to be administered to a child
  + Confirmation of 4-year-old Kinder funding must be signed
  + Authorisation must be obtained for a child to leave the premises of the centre with a person who is not a parent of the child

# Verbal authorisation:

* + - Emergency pick up (the nominated adult must present their licence on arrival). After verbal authorisation, parent to send email

# Strategies and Practices:

* Coordinator/2IC will ensure that the appropriate forms are filled out correctly and authorisation is given by parents/guardians.
* Coordinator/2IC will ensure that all authorisations is dated and signed
* In the event of refusal of authorisation, we will ensure the families are respected and the safety of the child is not jeopardised.
* Coordinator/2IC will decide whether or not to accept the authorisation on all forms where authorisation is required. Authorisation may only be given from parents, guardians, DHS representatives, foster families and nominated representatives from families.
* Under no circumstance is authority to be accepted from a minor (18 years or younger)
* Under no circumstance is authority to be given by a parent or guardian who is involved in a court order and does not hold custody of the child/ren

**Links to other Policies:**

* Delivery and Collection of Children Policy
* Planning and Programming Policy
* General Outing Policy
* Excursion Policy
* Infectious Diseases Policy
* Incident, Injury, Trauma and Illness Policy
* Administration of Medication Policy
* Sun Smart Policy

# Sources and further reading:

* [www.cccnsw.org.au](http://www.cccnsw.org.au/)
* Education and Care Services National Regulation

**Date ratified:** 15/12/2011

**Date reviewed:** 23/09/2020

**Approved by:** COM **Date:** 20/01/2012