



## **BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE**

### **ADMINISTRATION & MANAGEMENT**

**TITLE: Acceptance and Refusal of Authorisations**

**Status: Current**

**Date of Origin: Aug 2012**

**Policy No: 10**

**Last Reviewed: Feb 2022**

### **OUTCOME**

Our policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from parents is required to ensure the safety of the children and staff may refuse a parent/guardian's request unless the authorisation is provided. For example, 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 staff.

### **RATIONALE**

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from parents in certain circumstances. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from parents may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.
- Children are leaving the service to make their own way home.



## **POLICY STATEMENT**

The Nominated Supervisor or the person in day-to-day charge of the service will:

Ensure documentation relating to authorisation (permission) from parents/guardian contains:

- The name of the child enrolled in the service;
- The date;
- Signature of the child's parent / guardian or nominated person who is on the enrolment form; The approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
- The original form/letter provided by the Centre;
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation from the parent/guardian has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. In these instances, staff will record in the diary, the time of the telephone call with the parent/guardian and name of the person who will be collecting the child. Identity of the person collecting the child should be confirmed by sighting ID – preferably photographic ID, for example, current driver's licence.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- 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.

## **CONSIDERATIONS:**

- Children (Education and Care Services National Law Application) Act 2010



- Education and Care Services National Regulation 2011: clause 168
- National Quality Standard: Quality Area 7.3

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