

## POLICY STATEMENT

# ACCEPTANCE AND REFUSAL OF AUTHORISATION

### AUTHORISATION

<b>POLICY TYPE:</b>	Operational
<b>POLICY LOCATION:</b>	Corporate
<b>RESPONSIBLE OFFICER:</b>	Children Services Unit Coordinator
<b>AUTHORISED BY:</b>	Director, Corporate and Community Services
<b>DATE ADOPTED:</b>	11 March 2025
<b>ADOPTED BY:</b>	Manex
<b>MINUTE NO:</b>	
<b>REVIEW DUE DATE:</b>	March 2029
<b>REVISION NUMBER:</b>	
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Mobile Resource Unit and Toy Library services).

### DOCUMENT HISTORY

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	November 2012		CSU Coordinator
1	June 2014		CSU Coordinator
2	May 2016		CSU Coordinator
3	June 2018		CSU Coordinator
4	March 2021		CSU Coordinator
5	March 2023		CSU Coordinator
6	March 2025		CSU Coordinator

### REVIEW OF THIS POLICY

This Policy will be reviewed within FOUR (4) Years from the date of adoption or as required in the event of legislative changes or business practice changes. Any amendment to the Policy must be by approval of the General Manager/Manex.

## 1. Purpose:

It is a regulatory requirement that approved providers have processes in place in relation to the acceptance and refusal of authorisations. The purpose of this policy is to advise staff of their responsibilities to protect the health, safety and well-being of children at all times. Documented (written or digital) authorisations from parents or authorised contacts confirms the best interests of their child/ren. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in refusal.

## 2. Scope:

This policy document applies to all educators and staff at Bland Shire Children Services Unit to meet regulatory obligations. Processes are in place to maintain the safety and well-being of the children through managing authorisations.

## 3. Outcomes:

To clearly advise that Bland Shire Children Services Unit requires authorisations for actions such as administration of medication to children, children leaving the premises in the care of someone other than their parent, children participating in excursions, transportation of children, publicity and providing access to personal records.

## 4. Roles and Responsibilities:

The implementation of this policy applies to the Approved Provider, the Nominated Supervisor, educators and parents/authorised contacts of the children enrolled at any Bland Shire Children Service. Each role is listed below in the policy procedure.

## 5. Definitions:

In this policy “staff” and “educators” refers to staff employed at Bland Shire Children Services Unit by Bland Shire Council.

## 6. Legislation and Supporting Documents:

Australian Children’s Education and Care Quality Authority (2023) Guide to National Quality Framework  
Education and Care Services National Law 2010  
Education and care Services National Regulations 2011

## 7. Attachments:

**Policy Procedure**  
**Responsibilities:**

### **The Approved Provider will:**

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met and adhered to.

### **The Nominated Supervisor will:**

- Ensure the implementation of the Acceptance and Refusal of Authorisation policy at the service and update/advise educators of any changes or reviews.
- Ensure documentation relating to authorisations contain a minimum:
  - The name of the child enrolled at the service;
  - Date;
  - Signature of either the child’s parent/guardian or the Authorised Nominee;
  - Details required under the Education and Care Services National Regulations as applicable to the authorisation type (i.e collection, emergency, transport)
- Accept an emailed copy of the original letter/form;

- Apply authorisations (as documented by the parent) to the collection of children, administration of medication, authority for excursions/regular outings, transportation of children (authorise the service or arrange alternative transport), emergency evacuations and publicity.
- Ensure written authorisation is received prior to the service transporting or arranging transport of the child.
- Ensure consent is authorised for the child to receive medical treatment, inclusive of the service seeking medical treatment from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service on the enrolment form.
- Ensure consent for “Regular outings” is captured on the enrolment form.
- Ensure all documents are stored in accordance with Council’s record keeping procedures.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency treatment for conditions such as anaphylaxis or asthma. The Service can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.
- Ensure parent/guardians or the Authorised Nominee sign relevant forms including child attendance records (digital or paper base if required), excursion forms, medication forms etc.
- Clearly outline on the enrolment form what an Authorised Nominee can authorise in relation to the child at the service.

**The Educators will ensure:**

- Medication is not administered without the appropriate authorisation, except in the case of an anaphylaxis or asthma emergency.
- That an enrolled child is not transported by the service or on transport arranged by the service unless written authorisation has been given.
- That an enrolled child is not taken outside the education and care service premises on an excursion or regular outing unless written authorisation has been approved.
- That a child’s only given into the care of a parent (with consideration of court orders) or Authorised Nominee as indicated on the child’s enrolment.
- Refusal procedures are followed if an authorisation does not meet requirements of this policy and regulations.

**The Families will:**

- Complete all sections of the enrolment form and sign authorisations within the enrolment record and medication record (if relevant) before their child commences care.
- Complete and sign for their child to attend individual excursion authorisations and to be transported by the arrange service. “Regular Outings” will be signed for as part of the enrolment form.
- Communicate any changes or updates about Authorisation Nominees with the service and complete a change of details form when required.
- Understand and comply with the service where authorisations may be refused and/or require further information.

**Recommended Practices**

**Refusing a Written Authorisation**

**Refusal will occur if:**

- The parent or Authorised Nominee does not appear to be fit to take care of the child.

- An authorisation received by the service for an excursion, or transportation does not meet the requirements of regulation, such as it has not been signed by a person authorised to sign.
- An authorisation is from a parent who is prohibited by a court order from having contact with the child.
- The permission form detail is incomplete or signed by unauthorised persons.

**On receipt of a written or verbal authorisation from a Parent/Guardian or Authorised Nominee that does not comply with the service policy, the Nominated Supervisor or delegated authority will:**

- Explain to the Parent/Guardian or Authorised Nominee that their written documentation does not meet the legislative or policy guidelines, therefore cannot be accepted.
- Request the Parent/Guardian or Authorised Nominee provide an approved form written authorisation.
- Provide the Parent/Guardian or Authorised Nominee with a copy of the relevant service policy on request.

**In the instance an authorisation is refused by the service, it is best practice to document:**

- The details of the authorisation.
- Why the authorisation was refused.
- Actions taken by the service (i.e if the service refused an Authorised Nominee named on the child's enrolment record to collect the child from the service as they were under the influence of alcohol. Document what action was taken to ensure that the child was collected).