Cheltenham Community Centre Early Learning Childcare

E24. Acceptance and Refusal of Authorisations

1. Policy

1.1 This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

1.2 Cheltenham Community Centre (CCC) Early Learning Childcare is committed to:

- ensuring the safety and wellbeing of all children attending the service
- meeting its duty of care obligations under the law.

1.3 This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood educators, staff, students, volunteers, parents/guardians, children, and other attending the programs and activities of CCC Early Learning Childcare.

1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness
- Monitor the implementations, compliance, complaints, and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy, and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required, and
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

2. Procedures

2.1 Procedures for refusing a written authorisation
On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy and Regulation 161, the approved provider will:

- immediately explain to the parent/guardian that their written authorisation contravenes service policy, and that it cannot be accepted
- ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation

- follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

2.2 **Responsibilities**

The Approved provider and persons with management or control are responsible for:

- Ensure that all staff, parents and guardians have access to all CCC Early Learning Childcare policies and procedures
- Ensuring the authorisations are kept up to date.
- Ensure that all parents and guardians have completed the emergency contact section of their child's enrolment form, including authorisation for medical treatment, ambulance transportation, general transportation arrangements, and child collection from CCC Early Learning Childcare. If authorisation is given for collection, an email address for the emergency contact must also be provided.
- Ensuring that permission forms for excursions are provided to the parent/guardian or emergency contact prior to the excursion
- Ensuring educators/staff allow a child to participate in an excursion or regular outing only with the written authorisation of a parent/guardian or emergency contact.
- Ensure that any medication required to be administered by educators/staff is authorised in writing by a parent, guardian, or emergency contact (if given authorisation). The authorisation must be signed, dated, and included in the child's medication record.
- Ensure that educators and staff do not administer medication without authorisation from a parent, guardian, or emergency contact (if given authorisation), except in emergencies such as asthma or anaphylaxis.
- Ensuring that an attendance record is maintained to account for all children attending CCC Early Learning Childcare
- Keeping records of all visitors to the service, including time of arrival and departure.
- Ensuring children leave from CCC Early Learning Childcare only with a person who is the parent/guardian or emergency contact (if given authorisation), or with the written authorisation of one of these, except of a medical or other emergency.
- Ensuring that CCC Early Learning Childcare is aware of any contact orders prohibiting an adult from contacting an enrolled child and keeping a copy of the court orders with the child’s enrolment record.
- Ensuring processes are in place for circumstances where authorisations are refused/not applicable. For example:
- Where the service is asked to administer medication that is not in its original container.
- When leaving CCC Early Learning Childcare, the parent, emergency contact (if given authorisation) or person as listed on the child’s enrolment form for collection does not appear to be fit to take the child.
- The child has been given authorisation to leave CCC Early Learning Childcare alone.
- Ensuring that there are procedures in place if an inappropriate person attempts to collect a child from CCC Early Learning Childcare.
- Ensure procedures are in place for handling written authorisations that do not meet the requirements outlined in CCC Early Learning Childcare policies.

The Nominated supervisor and persons in day-to-day charge are responsible for:

- Ensure that all staff, parents and guardians have access to all CCC Early Learning Childcare policies and procedures
- Ensuring the authorisations are kept up to date
- Ensure that all parents and guardians have completed the emergency contact section of their child's enrolment form, including authorisation for medical treatment, ambulance transportation, general transportation arrangements, and child collection from CCC Early Learning Childcare. If authorisation is given for collection, an email address for the emergency contact must also be provided.

- Ensuring that permission forms for excursions are provided to the parent/guardian or emergency contact prior to the excursion
- Ensuring educators/staff allow a child to participate in an excursion or regular outing only with the written authorisation of a parent/guardian or emergency contact.
- Ensure that any medication required to be administered by educators/staff is authorised in writing by a parent, guardian, or emergency contact (if given authorisation). The authorisation must be signed, dated, and included in the child's medication record.
- Ensure that educators and staff do not administer medication without authorisation from a parent, guardian, or emergency contact (if given authorisation), except in emergencies such as asthma or anaphylaxis.
- Ensuring that an attendance record is maintained to account for all children attending CCC Early Learning Childcare
- Ensure the approved provider is notified when a written authorisation does not meet the requirements outlined in CCC Early Learning Childcare policies.
- Ensuring children leave from CCC Early Learning Childcare only with a person who is the parent/guardian or emergency contact (if given authorisation), or with the written authorisation of one of these, except of a medical or other emergency
- Ensuring that CCC Early Learning Childcare is aware of any contact orders prohibiting an adult from contacting an enrolled child and keeping a copy of the court orders with the child's enrolment record.
- Ensuring processes are in place for circumstances where authorisations are refused/not applicable. For example:
- Where the service is asked to administer medication that is not in its original container.
- When leaving CCC Early Learning Childcare, the parent, emergency contact (if given authorisation) or person as listed on the child's enrolment form for collection does not appear to be fit to take the child.
- The child has been given authorisation to leave CCC Early Learning Childcare alone.
- Ensuring that there are procedures in place if an inappropriate person attempts to coll ect a child from CCC Early Learning Childcare.
- Ensure procedures are in place for handling written authorisations that do not meet the requirements outlined in CCC Early Learning Childcare policies.

The educators and all other staff are responsible for:

- Ensure that all staff, parents and guardians have access to all CCC Early Learning Childcare policies and procedures
- Ensure that all parents and guardians have completed the emergency contact section of their child's enrolment form, including authorisation for medical treatment, ambulance transportation, general transportation arrangements, and child collection from CCC Early Learning Childcare. If authorisation is given for collection, an email address for the emergency contact must also be provided.
- Ensuring that permission forms for excursions are provided to the parent/guardian or emergency contact) prior to the excursion
- Ensuring educators/staff allow a child to participate in an excursion or regular outing only with the written authorisation of a parent/guardian or emergency contact.
- Ensure that any medication required to be administered by educators/staff is authorised in writing by a parent, guardian, or emergency contact (if given authorisation). The authorisation must be signed, dated, and included in the child's medication record.
- Ensure that educators and staff do not administer medication without authorisation from a parent, guardian, or emergency contact, except in emergencies such as asthma or anaphylaxis.
- Ensuring that an attendance record is maintained to account for all children attending CCC Early Learning Childcare
- Ensure the approved provider is notified when a written authorisation does not meet the requirements outlined in CCC Early Learning Childcare policies.

- Ensuring children leave from CCC Early Learning Childcare only with a person who is the parent/guardian or emergency contact (if given authorisation), or with the written authorisation of one of these, except of a medical or other emergency
- Ensuring that CCC Early Learning Childcare is aware of any contact orders prohibiting an adult from contacting an enrolled child and keeping a copy of the court orders with the child's enrolment record.
- Ensure procedures are in place for handling written authorisations that do not meet the requirements outlined in CCC Early Learning Childcare policies.

The parents/guardians are responsible for:

- Ensure that they have access to all CCC Early Learning Childcare policies and procedures
- Ensuring the authorisations are kept up to date
- Ensure that the emergency contact section has been completed of their child's enrolment form, including authorisation for medical treatment, ambulance transportation, general transportation arrangements, and child collection from CCC Early Learning Childcare. If authorisation is given for collection, an email address for the emergency contact must also be provided.

3. Legislation and Regulations:

3.1 Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or emergency contacts in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- self-administration of medication (if applicable) (Regulation 96)
- children leaving the service premises (Regulation 99)
- children being taken on excursions (Regulation 102)
- transport provided or arranged by the service (Regulation 102D)
- seeking medical treatment for children and transportation by an ambulance service (Regulation 161).

3.2 Specific service policies (including the Administration of Medication Policy, Delivery and Collection of Children Policy, Enrolment and Orientation Policy and Excursions and Service Events Policy) should include details of the conditions under which written authorisations will be accepted. However, there may be instances when a service refuses to accept a written authorisation. The Education and Care Services National Regulations 2011 (Regulation 168(2)(m)) specify that services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do. This policy outlines procedures to be followed when refusing a written authorisation from a parent/guardian or person authorised and named in the enrolment record. The National Law does not specify the minimum age of a person who is authorised to collect a child from the service premises' Early Learning Childcare has determined that the minimum acceptable age for an authorised nominee is 16 years of age unless otherwise authorised by the parent or legal guardian.

If the service receives written authorisation for a person under the age specified in its Delivery and Collection of Children Policy, to collect a child from the service, the procedures outlined within this policy for refusing this written authorisation would be enacted.

3.3 **Legislation and Standards**

- Relevant legislation and standards include but are not limited to:
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:
- Victorian Legislation – Victorian Law Today
- Commonwealth Legislation – Federal Register of Legislation

4. Definitions

4.1 **Attendance record** - a documented log that tracks the arrival and departure times of children attending the service. This record ensures accountability and provides a reference for confirming the child's presence and authorised collection, in alignment with the policies governing their care and safety.

4.2 **Emergency contact -** refers to an individual nominated by the parent or guardian who can be contacted in the event of an emergency when the parent or guardian is unavailable. This person is authorized to make decisions regarding the child's care, including medical treatment, transportation, and collection from the childcare service if necessary.

4.3 **Inappropriate person** - A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for them to be on the premises e.g. a person under the influence of drugs or alcohol (National Law: Section 171(3))

4.4 **Medication record** - is a documented log that tracks the administration of medication to children while in care. This record includes details such as the medication name, dosage, time of administration, and the person who administered it, along with the necessary written authorisation from a parent, guardian, or emergency contact.

4.5 **Written authorisation** - refers to a formal, signed document provided by a parent, guardian, or emergency contact, granting permission for specific actions or decisions regarding the care, medical treatment, or transportation of a child. This authorisation must be clear, dated, and comply with the requirements outlined in the policy.

5. Sources

- Australian Children's Education and Care Quality Authority (ACECQA)

5.1 Related Policies

- Administration of First Aid
- Administration of Medication
- Child Safe Environment
- Responding to Medical Conditions – including anaphylaxis, allergies, asthma & diabetes
- Dropping and Picking up of Children
- Emergency and Evacuations
- Enrolment and Orientation
- Excursions and Incursions
- Governance and Management
- Incident, Injury, Trauma and Illness
- Nutrition, Oral Health and Active Play

Revision History

Date	Revision	Revised by
26/04/2024	Created	Huan-Ming Cholinski
14/06/2024	Revised	Huan-Ming Cholinski
20/02/2025	Reviewed and updated	Leanne Lee-Ack
29/08/2025	Reviewed and updated	Leanne Lee-Ack