



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

POLICY STATEMENT

Clovelly out of School Care will request authorisation from families when required to ensure the safety of the children and educators and may refuse a request unless the appropriate 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 educator's discretion may be used.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. For example, 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 from families 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 COOSC

PROCEDURE

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

- Ensure documentation relating to authorisation (permission) from families contains:
 - o The name of the child enrolled in the service.
 - o The date.
 - o Signature of the child's parent/guardian or nominated person who is on the enrolment form.
 - o 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).
 - o The original form/letter provided by the service.
- 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 or a designated folder such as the extracurricular activities folder.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation 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 nominated supervisor or responsibly person. This would be relevant in situations where there has been an emergency and no one from the child's authorised list is able to collect the child. An email, fax or text message is suitable as written authorisation.
- If the authorised person collecting the child is under the age of 18, a form supplied by COOSC that specifically authorises a nominated person under the age of 18 must be completed. This form will have the details of the who the nominated person is authorised to collect the child including their age and relationship. It must be signed by the parent/guardian and be kept with the child's enrolment form.
- 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 family and emergency services as soon as practicable after the medication has been administered.

RELEVANT DOCUMENTS FOR CONSIDERATION

Education and Care Services National Regulations
National Quality Standards
Parent Handbook
COOSC Enrolment and orientation information

Version number	Date effective	Description of amendment
3	May 2018	Changes to wording in accordance with the changes to the National Regulations and COOSC policy
4	April 2019	No Changes
5	April 2020	Changes to wording

Considered and accepted by the Management Committee (representative) – K. Wallace

Considered and accepted by the staff (representative) – Katrina Thomas