

## Early Learning

# Acceptance and Refusal of Authorisations Policy

## Policy Statement

Uniting Early Learning is committed to:

- ensuring the safety and wellbeing of all children attending the service;
- meeting its duty of care obligations under the law;
- the circumstances in which written authorisation is required from parents or an authorised person;
- procedures for managing authorisations;
- procedures to be followed when refusing authorisation from a parent or authorised person.

## Executive Summary

A fundamental requirement of an early childhood service is to ensure that every reasonable precaution is taken to protect children from harm and hazard likely to cause injury, in the absence of their parent/s. Parent's written authorisation for a variety of circumstances will enable service staff to meet their obligations set out in the law.

Authorisations in writing, signed and dated by a parent or authorised person must be obtained and properly maintained in relation to a child: being administered medication while attending the service; participating in an excursion or leaving the service premises and emergency notification if parents are unable to be contacted.

All parents must complete the authorisation section of their child's enrolment form (refer to *Enrolment and Orientation Policy*), and sign and date this before the child is enrolled at the service.

There may be circumstances where a service refuses to accept an authorisation if it does not meet the requirements. In such a case, reasons why the authorisation cannot be accepted must be explained immediately and an appropriate alternative authorisation provided as soon as possible.

## Current Environmental Context

If authorisation is refused by the service, details to be documented include: the details of the authorisation, reason for refusal and actions taken by the service.

**Attachment 18a:** Responsibilities relating to Acceptance and Refusal of Authorisation Policy

**Attachment 18b:** Procedures for refusing an authorisation

**Attachment 18c:** Examples of circumstances in which authorisation might be refused

DOCUMENT TITLE & NUMBER	ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning		Page 1 of 2
Document Author	EL Practice Manager	Document Version	V 3.0
Date Published	10/10/2018	Revision Due Date	01/10/2020

## Reference/Sources

This policy should be read in conjunction with:

*Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (approved May 2017).

Administration of Medication Policy	Anaphylaxis Appendix Policy
Asthma Appendix Policy	Keeping Children Safe Policy
Dealing with Medical Conditions Policy	Delivery and Collection of Children Policy
Diabetes Appendix Policy	Emergency and Evacuation Policy
Enrolment and Orientation Policy	Epilepsy Appendix Policy
Excursions Regular Outings and Service Events Policy	Incident, Injury, Trauma and Illness Policy

- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Children’s Services Act 1996*: Section: 26
- *Children’s Services Regulations 2009*: Regulations: 33, 73, 83
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- *National Quality Standard*, Quality Area 2: Children’s Health and Safety
- *Tasmanian Licensing Standards for Centre Based Child Care Class 5* (October 2014). Standard 4, 15c, d, e.

## Authorisation

This policy was adopted by Uniting Early Learning on: 10 October 2018

## Review

This policy is to be reviewed by: 1 October 2020

DOCUMENT TITLE & NUMBER		ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning			Page 2 of 2
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 018
Date Published	10/10/2018	Revision Due Date	01/10/2020	