

Early Years Services - QA2.1 Acceptance and Refusal of Authorisations

TRIM Reference: D15/42541 Due for Review: 9 May 2022
Responsible Officer: Coordinator Early Years

Purpose

Surf Coast Shire Council's commits to ensure that:

- signed authorisations is received by parents/guardians as part of enrolment process as a legal requirements of the *Education and Care Services National Act and Regulations (2011)* and the *Victorian Children's Services Regulations 2009*.
- parents/guardians and Surf Coast Shire Council Early Years Services staff / educators are aware of the circumstances where signed authorisations are required.

Such circumstances may include:

- administering medication to children (r 92);
- children leaving the premises in the care of someone other than their parent/guardian (r 99);
- children being taken on excursions (r102).

N.B.: Surf Coast Shire Council Early Years Services do not accept authorisations from parents and authorised nominees to approve self-administration of medication and or independent traveling of children to and from the Service of any child attending these Services.

Policy Principles

Evidence of link to National Quality Standards: 2.1.1, 2.3.2, 2.3.3, 7.3.5

Evidence of link to Education and Care Services National Regulations: 161, 160 (i), 168(2)(m), S175, S170

Victorian Children's Services Regulations 2020.

Scope

This policy applies to all Surf Coast Shire Council Early Years Services, children and families accessing the services.

Policy

Surf Coast Shire Council's Early Years staff from each service are committed to reading enrolment forms prior to children commencing to ensure they are aware of who the authorised persons are in relation to giving consent for education and care requirements of each child enrolled at each Service; and what consent has been authorised for each child.

Where Court Orders are in place, changing authorisations of parents / guardians to sign legal consent for actions in relation to their children, these orders need to be sighted and a copy kept at the Service with the children's enrolment records and stored in a confidential manner.

Authorisations are required for children to be:

- administered medication,
- taken outside the licensed premises on an excursion,
- collected by a person other than a parent / guardian or person authorised to do so, need to be recorded in writing and signed.

When authorisations have not been received in writing, phone consent may be sought by staff (proof of identification (driver's license) must be sighted at pick up if person collecting is not authorised on the enrolment and consent form. A written authorisation must be provided as soon as possible after the verbal consent is given.

General consent has been gained via the enrolment form for emergency situations; for example if a child needs to be taken in an ambulance for medical attention or requires emergency administration of anaphylaxis or asthma medication.

Definitions

Not applicable

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

- D15/32925 Early Years Services Medical Conditions & Medications Policy
- D14/94973 Early Years Services Delivery & Collection of Children Policy
- D14/70705 Early Years Services Excursions Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

- D14/87971 Early Years Excursions/Incursions Risk Management Plan
- D14/48936 Early Years Medication Form
- D18/29066 Family Day Care Regular Excursion Authority Form
- D14/48378 Family Day Care Non Regular Excursion Authority
- D20/171935 Kindergarten Regular Excursion Authority Form
- D19/24712 Kindergarten Non Regular Excursion Authority Form

Other references

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- ACECQA National Quality Framework Resource Kit
- Childcare Services Handbook (Department of Education)

Document History

Version	Document History	Approved by – Date
1	Approved	General Manage, Culture and Community – 04/04/2014
2	Amendment/Review	Manager Aged and Family – 01/11/2015
3	Amendment/Review	Manager Aged and Family – 26/09/2017
4	Amendment/Review	Manager Community Strengthening – 21/06/2019
5	Amendment/Review	Manager Community Strengthening – 9/11/2020