

EARLY YEARS POLICY

Early Years Services Acceptance and Refusal of Authorisations	Policy No:	QA 2.1
	Document No:	D15/42541
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	21 December 2020
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

1. Purpose

To ensure that:

- Authorisations given by parents/guardians as part of enrolment processes and sign off forms meet the 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.

2. Scope

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 2009.

3. Application

All Surf Coast Shire Council Early Years Services, children and families accessing the services.

4. Definitions

Not applicable.

5. Policy

Council's Early Years staff from each service will read 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 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.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Enrolment & Consent Form	Records	Until the child turns 25 years	Off-site
Excursion Form	Records	Until the child turns 25 years	Off-site
Medication Form	Records	Until the child turns 25 years.	Off-site

7. Attachments

Not applicable

8. 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
 D14/95703 Early Years Enrolment & Consent Form
 D18/29066 Family Day Care Regular Excursion Authority Form
 D14/48378 Family Day Care Non Regular Excursion Authority

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)

Approval Date:	04/04/2014	Approved by:	General Manage, Culture and Community
Amendment/Review 1:	01/11/2015	Approved by:	Manager Aged and Family
Amendment/Review 2:	26/09/2017	Approved by:	Manager Aged and Family
Amendment/Review 3:	21/06/2019	Approved by:	Manager Community Strengthening
