

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

TRIM Reference: D15/42541

Due for Review: 2 May 2025

Responsible Officer: Coordinator Early Years

Purpose

Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.

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: 92, 99, 102, 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 commits to ensure that:

- signed authorisations are received by parents/guardians as part of the enrolment process as a legal requirement of the *Education and Care Services National Law Act 2010 and Regulations (2011)* and the *Victorian Children's Services Regulations 2020*.
- parents/guardians and Surf Coast Shire Council Early Years Services staff / educators are aware of the circumstances where signed authorisations are required.

The approved provider must ensure that authorisations are obtained from families or authorised nominees in relation to:

- administering medication to children (regulation 92)
- children leaving the premises in the care of the parent or the authorised nominee (regulation 99)
- excursions, including transportation (regulation 102)
- transport provided or arranged by the service (regulation 102D)
- seeking medical treatment for children and transportation by an ambulance service (regulation 161)

Other legal requirements or quality practices may also involve authorisations, such as in relation to photos of children and privacy.

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.

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.

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 travelling of children to and from the Service of any child attending these Services.

Definitions

Authorised nominee A person who has been given permission by a parent or family member to collect the child from the service

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 Record
 D17/23578 Kindergarten Regular Outing Authority Form
 D19/24712 Kindergarten Excursion Authority Form
 D21/221509 Bush Kinder Regular Authority Form

Other references

Education and Care Services National Law 2010
 Education and Care Services National Regulations 2011
 Victorian Children's Services Regulations 2020
 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
6	Amendment/Review	Manager Community Strengthening – 2/06/2022
7	Amendment/Review	Manager Community Strengthening – 2/11/2023