

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

TRIM Reference: D15/42541

Due for Review: 6 December 2026

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)
- regular outings, excursions, including transportation (regulation 102,160,161)
- transport provided or arranged by the service (regulation 102D)
- seeking medical treatment for children by a registered medical practitioner, hospital or ambulance service, 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 the following:

- Authorise the Approved Provider, Nominated Supervisor, or a teacher to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and Transportation of the child by an ambulance service,
- If relevant, an authorisation given under Regulation 102 for the Kindergarten to take the child on regular outings.
- Agree that I am responsible for any expenses incurred during a medical emergency in relation to the child;
- Agree to collect or make arrangements for the collection of the child if he or she becomes unwell;
- Understand that in an emergency situation or where evacuation is necessary that the child may need to leave the Kindergarten under the direction and supervision of the approved provider, nominated supervisor or teacher;
- Understand that the regulatory Authority have the right to access the contents of the enrolment form as required under the Education and care services National Law;
- Photography of child at the service

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
Medical Attention	Includes a visit to a registered medical practitioner or attendance at a hospital.
Medical Emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

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 of children to, and collection of children from, education and care service premises 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 (on Kinderloop for Kindergartens)
D17/23578	Kindergarten Regular Outing Authority Form – includes Bush/Beach Kinder (Kinderloop)
D19/24712	Kindergarten Excursion Authority Form (Kinderloop)

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
8	Amendment/Review	Manager Community Strengthening – 6/06/2025