



# Child Care - Acceptance or Refusal of Authorisations Policy & Procedure

Koonung Cottage Community House - Inc A0009540J

## Purpose:

This policy outlines procedures to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

## Principles:

Koonung Cottage Community House (KCCH) is committed to:

- Ensuring the safety and wellbeing of all children attending the service
- Meeting its duty of care obligations under the law

## Background:

Under the national Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- Children leaving the service premises (Regulation 99).

There may be instances when a service refuses to accept a written authorisation.

## Scope:

This policy and procedure applies to all KCCH staff..

## Policy:

KCCH will optimize the use of available public resources through a user-responsive approach to service delivery that meets the needs of clients.

## Roles and Responsibilities

Committee of Governance, Manager	Accountable for: <ul style="list-style-type: none"><li>• Ensuring implementation and compliance with this policy and procedure</li></ul>
Nominated Supervisors	Responsible for: <ul style="list-style-type: none"><li>• Ensuring implementation and compliance with this policy and procedure</li></ul>


	<ul style="list-style-type: none"> <li>• Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>• Ensuring a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency.</li> <li>• Keeping a written record of all visitors to the service, ensuring all visitors sign the visitors book on arrival at the service and identification/Working with Children Check (WWCC) is requested and includes time of arrival and departure.</li> </ul>
Educators	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring implementation and compliance with this policy and procedure.</li> <li>• Checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the service</li> <li>• Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>• Allowing a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency</li> <li>• Following procedures if an inappropriate person attempts to collect a child from the service</li> <li>• Ensuring all visitors sign the visitors book on arrival at the service and identification/WWCC is requested and includes time of arrival and departure</li> <li>• Informing the Nominated Supervisor when a written authorisation does not meet the requirements outlined in service policies.</li> <li>•</li> </ul>
Parent/guardian	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Reading and complying with the policies and procedures of the service</li> <li>• Completing and signing the authorised nominee section of their child's enrolment form before their child commences at the service</li> <li>• Signing the attendance record as their child arrives at and departs from the service</li> <li>• Providing written authorisation where children require</li> </ul>

	medication to be administered by Educators/staff, and signing and dating it for including in the child's medication record.
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**Relevant Legislation/Guidelines**

- Child Safety Standards, Victoria
- Education and Café Services National Law 2010: Section 155, 165, 167, 175
- Education and Care National Regulations 2011: Regulations 92, 93, 96, 99, 102, 160, 161, 168 (2) (m), 170
- Children, Youth and Families Act 2005 (VIC) Child Wellbeing and Safety Act 2005 (VIC)
- Child Wellbeing and Safety Act 2005 (VIC) (Part 2: Principles for Children)
- Family Law Act 1975 (Cth)

**Adopted by the Committee of Governance**

<b>Signature:</b>	
<b>Name:</b>	Flossa Nguyen
<b>Position:</b>	Chair
<b>Date:</b>	13.8.21.
<b>Review Date:</b>	