



Policy and Procedures

Acceptance and Refusal of Authorisation

Under the National Law and Regulations, early childhood education and care 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.

Acacia's centres are committed to ensuring the safety and wellbeing of all children attending the service and meeting our duty of care obligations under the law.

Acacia requires parental authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and what may result in a refusal.

Acacia's centres will follow the guidelines to assist in determining the acceptance and refusal of authority. Below are definitions and interpretation of these roles and terms:

Acacia's centres are the commonly used name of our children's centres. The Approved Provider name (as per the official license) is Acacia Indochinese Community Support Association Inc.

Attendance record is kept by each Centre to record details of each child attending including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or Educator.

Authorised nominee is a person aged at least 16 years, who has been given written authority by the parents/guardians of a child to collect that child from the Centre. These details will be on the child's enrolment form.

Inappropriate person is a person who may pose a risk to the health, safety or wellbeing of any child attending Acacia, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol.

Medication record contains details for each child to whom medication is to be administered by the Centre. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities at Acacia's centres.

The Approved Provider is responsible for:

- ensuring that the Nominated Supervisor and all staff follow the policies and procedures of the service;
- ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee;
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- ensuring educators/staff allow 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 emergency or an excursion;
- ensuring that there are procedures in place if an inappropriate person attempts to collect a child from the centre;
- developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in this policy.

The Nominated Supervisor is responsible for:

- ensuring that parents/guardians are provided with a copy of the "Acacia Information for Parent" form;
- ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form, and that the form is signed and dated before the child is enrolled at the service;
- following the policy and procedures of the Centre;
- ensuring that an attendance record is maintained to account for all children attending the Centre;
- keeping a written record of all visitors to the Centre, including time of arrival and departure;
- ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record;
- ensuring educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency;
- ensuring a child only departs from the Centre 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 emergency or an excursion;
- ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee prior to an excursion;
- ensuring a child is not taken outside the Centre premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee;
- informing the Approved Provider when a written authorisation does not meet the requirements outlined in this policy.

Certified Supervisors and other educators are responsible for:

- following the policies and procedures of the Centre;
- checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the Centre;



- 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;
- checking that parents/guardians sign and date permission forms for excursions;
- allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee;
- 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 emergency or an excursion;
- following the procedures if an inappropriate person attempts to collect a child from the centre;
- informing the Nominated Supervisor when a written authorisation does not meet the requirements outlined in service policies.

Parents/guardians are responsible for:

- reading and complying with the policies and procedures of the Centre;
- completing and signing the authorised nominee section of their child's enrolment form before their child commences at the Centre;
- signing the attendance record as the child arrives at and departs from the Centre;
- signing and dating the permission forms for excursions;
- providing a written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record.

Volunteers and students while at the Centre are responsible for following these policies and procedures.

BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action.

References

Australian Children's Education and Care Quality Authority

- *National Quality Standard*

Legislation

- *Education and Care Services National Law Act 2010:*
- *Education and Care Services National Regulations 2018*

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