

Acceptance & Refusal of Authorisations Policy



Background

The Beaconsfield Neighbourhood Centre (BNC) provides a licensed Childcare Service for our community and must ensure that policies and procedures are in place in relation to the acceptance and refusal of authorisations. Services are required to obtain written authorisation from parents or guardians for some circumstances. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.

Purpose

The aims of this policy are to:

- Ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements.

Policy Statements

The Children's Services Regulations 2020 governing our Service obligate us to have written authorisations from parents or authorised nominees to help ensure that the health, safety, wellbeing and best interests of all children are met and upheld. We prioritise good governance and quality management.

An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature. All authorisation and refusals are to be kept in the child's enrolment record.

The Enrolment Form completed for each child enrolled at our Service requires parent or guardian written authorisation to be provided in matters including:

- Administration of medication to children
- Administration of medical treatment
- Emergency Ambulance transportation
- Details of persons nominated to authorise consent for medical treatment, to collect children from the service, or to provide authority for the child to be taken outside the service.
- Court Orders in relation to the child.

(See Enrolment and Orientation Policy for more details)

Stemming from the information provided in the Enrolment Form, further authorisations may be required including:

- Medical Conditions Risk Minimisation & Communication Plan

(See Medical Conditions Policy for more details)

The Membership Form completed upon joining the Centre provides authorisation relating to:

- Publication of photos
- Member Code of Conduct

(See Membership Policy for more details)

In the event of excursions, incursions or Kindergarten Collaborative Care, further permission forms may be required, and authorisations will be sought as relevant. There is an exception to the authorisation requirement regarding an asthma or anaphylaxis emergency.

To ensure authorisations are confirmed once for every 12 months as legislated, all enrolments and related authorisations are applicable for a maximum of one calendar year and must be renewed annually in January.

On occasion, a verbal authorisation may be unavoidable. In such circumstances, the Children's Room Coordinator will request text confirmation of the authorisation and follow up with obtaining a written authorisation as soon as practicable.

For example: an emergency arises where a parent calls during a session, unable to collect their child as planned, and wants to authorise a person not listed on their Enrolment Form to do so. The Children's Room Coordinator will request a confirmation text of this information for which the sender's phone number can be compared against enrolment records to verify identity. A photo identity check is performed for the authorised individual. The parent will then formally add that person to their list of Authorised Emergency Contacts at the soonest opportunity.

We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal.

Refusal of Authorisation

Decisions around refusing an authorisation will be made on a case-by-case basis by the Service in discussion with the Children's Room Coordinator, Centre Coordinator, Police or other authorities.

The Centre will exercise the right of refusal if written or verbal authorisations do not comply with Regulations or Child Protection Legislation. If an authorisation is refused by the Service, it is best practice to document:

- the details of the authorisation
- why the authorisation was refused, and
- actions taken by the service.

For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected.

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Children's Room Coordinator will:

- Immediately explain to the parent/guardian that the written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service policy and ensure they understand the reasons for the refusal of authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- Follow up with the parent/guardian where required to ensure that an appropriate written authorisation is obtained.

Roles and Responsibilities

Management (Approved Provider)	<ul style="list-style-type: none"> • Monitor policies to ensure compliance with legislative requirements.
Children's Room Coordinator (Nominated Supervisor)	<ul style="list-style-type: none"> • Ensure Enrolment Forms are completed, signed and dated by the parent or guardian before a child commences at the Service. • Complete Medical Conditions Risk Minimisation and Communication Plan for each relevant child. • Store original copies of all authorisations within each child's enrolment records. • Ensure authorisations are kept up to date. • Review verbal authorisation from a parent and follow up with written authorisation as soon as practicable. • Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency. • Notification to the Regulatory Authority within 24 hours of a serious incident including medical treatment.
Staff/Educators	<ul style="list-style-type: none"> • Ensure children only leave the service premises with a parent, guardian or authorised nominee named in the Enrolment Form. • Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. • Be aware of children attending the service with medical conditions and their attendance.
Parents/Guardians	<ul style="list-style-type: none"> • Provide authorisation in their child's enrolment form for Beaconsfield Neighbourhood Centre to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service • Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation. • Communicate with the Children's Room Coordinator any individual or additional requests regarding authorisations. • Notify the service upon enrolment, or as soon as identified, any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed. • If needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid. • Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention. • Notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid. • Provide staff with updates whenever information changes.

Related Documents

Children's Services Regulations 2020: *Regulations 58, 59, 60, 61, 95*

Children's Room Policy and Procedures Handbook (contains all relevant policies)

Enrolment Form

Privacy & Confidentiality Policy

Enrolment Policy

Kindergarten Collaborative Care Policy

Anaphylaxis Policy

Medical Conditions Policy

Membership Policy

Sunsmart Policy

Child Safety and Wellbeing Policy

Water Safety Policy

Health, Cleaning & Hygiene Policy

Incident, Injury and Hazard Reporting Procedure

Emergency Management & Evacuation Policy

Administration of First Aid Policy

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Acceptance & Refusal of Authorisations Policy	Centre Coordinator	COM	Aug 2023	Original