



## **BRISBANA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE**

### **ADMINISTRATION & MANAGEMENT**

#### **TITLE: Acceptance and Refusal of Authorisations**

**Status: Current**

**Date of Origin: Aug 2012**

**Policy No: 10**

**Last Reviewed: March 2025**

#### **PURPOSE**

Our policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from parents is required to ensure the safety of the children and staff may refuse a parent/guardian's request unless the authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required but has not been given; this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format, however in some circumstances verbal authorisation may be accepted at the discretion of staff.

We aim to ensure that all educators, staff, students and volunteers of Th OSHC Service are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal.

Decisions around refusing an authorisation will be made on a case-by-case basis by the OSHC Service in accordance with the nominated supervisor, police, regulatory authority or other authorities.

#### **SCOPE**

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC.

#### **IMPLEMENTATION**

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from parents in certain circumstances. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Self-administration of medication
- Emergency Ambulance transportation



- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Safe Arrival of children to the OSHC service
- Children being taken on excursions (Regulation 102)
- Incursion attendance
- Access to personal records (Regulation 181)
- Taking photographs by people other than educators.
- Water based activities
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or trips outside the premises
- Children leaving the premises in the care of someone other than a parent or guardian
- Children having access to the internet
- Children are leaving the service to make their own way home.

### **POLICY STATEMENT**

The Nominated Supervisor or the person in day-to-day charge of the service will:

Ensure that obligations under the *Education and Care services National Law and national Regulations* are met.

Ensure documentation relating to authorisation (permission) from parents/guardian contains:

- The name of the child enrolled in the service
- The date
- Signature of the child's parent / guardian or nominated person who is on the enrolment form; The approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable)
- The original form/letter provided by the Centre
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation from the parent/guardian has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. In these instances, staff will record in the diary, the time



of the telephone call with the parent/guardian and name of the person who will be collecting the child. Identity of the person collecting the child should be confirmed by sighting ID – preferably photographic ID, for example, current driver’s licence.

- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

### **CONSIDERATIONS:**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulation 2011: clause 168
- National Quality Standard: Quality Area 7.3

Document Author/Date:	Community Childcare Co-Operative LTD
Reviewed by/Date:	Management Committee May 2015
Accepted by Management Committee:	May 2015
Date for Next review	Dec 2015
Accepted by Management Committee:	Dec 2016
Date for Next review	Feb 2022
Accepted by Management Committee:	Feb 2022
Last Reviewed:	Feb 2025
Accepted by Management Committee:	March 2025
Date for Next review	Feb 2028