

4.1 AUTHORISATIONS AND REFUSALS

Policy No: 4.1

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Version No: 2 under Education and Care Services National Regulations under the Education and Care Services National Law

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PURPOSE To protect the safety and wellbeing of children in care, and acknowledge parental rights

POLICY to ensure that parents give or refuse authorisations for their child to participate in various activities of experiences

PROCEDURES

1. ENROLMENT AUTHORISATION

- 1.1 on enrolment families are provided with an authorisation to participate in the service
- 1.2 parents must sign an Authorisation and Acceptance of Conditions form at enrolment (included with enrolment form); this authorisation includes the mandatory authorisations such as:
 - 1.2.1 payment of administration levy
 - 1.2.2 completing accurate attendance records
 - 1.2.3 notification of changes to contact details
 - 1.2.4 notification of changes to child's significant health information
 - 1.2.5 authorisation for seeking emergency medical/hospital/dental or ambulance service
 - 1.2.6 indicates permissions or refusals for:
 - 1.2.6.1 the application of creams and lotions
 - 1.2.6.2 the taking of photo's
 - 1.2.6.3 display of photo's
 - 1.2.6.4 provision of statements sent by email
 - 1.2.6.5 before and after school transport

2. nominated persons

- 2.1 parents indicate on the child enrolment form, nominated persons to:
 - 2.1.1 collect their child from care
 - 2.1.2 authorise the administration of medication
 - 2.1.3 be contacted in an emergency
 - 2.1.4 authorise the child to participate in an excursion
- 2.2 parents provide the nominated supervisor and the educator with court order details of

person/s denied access to their child/children

3. EXCURSIONS AND REGULAR OUTINGS

- 3.1 parents or authorised nominee must provide written permission before an educator can leave the residence with the child to attend an excursion or regular outing
- 3.2 if a parent does not provide authorisation and the educator cancels the contract for that day, no payment is required

Source:

- Education and Care Services national Regulation—90, 101, 102, 168

Forms:

- Child Enrolment form
- Contract of care Authorisation and Acceptance of Conditions