# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

## POLICY STATEMENT:

MacGregor Primary School Out of Hours Care (the Service) places a high priority on the safety and wellbeing of the children and staff within our care. As part of our commitment to ensuring a secure environment, we will request authorisation from families in specific situations to safeguard the children. We reserve the right to refuse requests that lack appropriate authorisation. For example, if a child is required to participate in an extra-curricular activity, but the necessary authorisation has not been provided, the child will not be able to take part in the activity. While written authorisation is preferred, staff discretion may be exercised in certain circumstances.

The Education and Care Services National Regulations outline instances where authorisation must be obtained from families. For example, authorisation is required for administering medication to children (Regulation 93), children leaving the premises with a non-parent person, excursions (Regulation 102), and access to personal records (Regulation 181).

Additional authorisation from families may be necessary if a child is leaving the service to attend an extra-curricular activity away from the service, such as a sporting event, dance class, or drama activity, organised by a provider other than the Service. Similarly, authorisation may be needed if children are leaving the service independently to go home.

## PROCEDURE:

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

1. Ensure that all documentation relating to authorisation from families contains the following information:
* Name of the child enrolled in the service;
* date of authorisation;
* approximate time of the child's return to the service (if applicable, for extra-curricular activities); and
* details of the original form/letter provided to the Service.
1. Apply the obtained authorisations to the collection of children, administration of medication, excursions, and access to records, as required by the Education and Care Services National Regulations.
2. Keep records of these authorisations on the child's enrolment file to ensure easy access and reference.
3. Ensure that no child is permitted to leave the service for any extra-curricular activity without proper authorisation.
4. Prohibit children from signing themselves out or leaving the service without an authorised adult, unless written authorisation has been provided.
5. Obtain written authorisation if a person other than the parents/guardians or other nominated individuals are to collect the child.
6. In specific circumstances, verbal authorisation may be accepted at the discretion of the Nominated Supervisor on duty. This may apply in emergency situations where no authorised person is available to collect the child. Verbal authorisation should be followed up with an email or text message from a registered email address or telephone number, which will serve as written authorisation.
7. Retain the right to refuse compliance if written or verbal authorisations do not meet the specified requirements.
8. Waive the need for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without explicit authorisation in these cases and must promptly inform the family and emergency services after administering the medication.

**Citations:**

* Education and Care Services National Law (ECSNL)
* Education and Care Services National Regulations (ECSNR)

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