Wideview Out of School Hours Care

37 Wideview Rd
Berowra Heights
NSW 2082
Ph 9456 6513
Email wideviewooshc@gmail.com

Policy 19

Acceptance and Refusal of Authorisation policy

Policy Statement

Wideview Outside School Hours Care Service will request authorisation from families when required to ensure the safety of the children and educators, WOOSHC have the right to refuse a request unless the appropriate 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 educator's discretion may be used.

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

- Administering medication to children (Reg 93)
- Children leaving the service with a person who is not a parent of the child (Reg 99)
- Children being taken on excursions (Reg 102)
- Access to personal records (Reg181)

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the WOOSHC service.

Links to Education and Care Services National Regulations and National Quality Standard

QUALITY AREA 2		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices promoted and implemented
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected form harm.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
93	Administration of medication
99	Children leaving the education and care service premises
102	Authorisation for excursions
123	Educator to child ratios—centre-based services
158	Children's attendance record to be kept by approved provider

Procedure

1. **The Nominated Supervisor, or the person in day-to-day charge responsibilities**

1.1 Ensure documentation relating to authorisation (permission) from families 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).
- Details of the event.

1.2 Apply these authorisations to the collection of children, administration of medication, excursions, and access to records.

1.3 Keep these authorisations on file.

1.4 Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.

37 Wideview Rd
Berowra Heights
NSW 2082
Ph 9456 6513
Email wideviewooshc@gmail.com

1.5 Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult.

1.6 Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.

1.7 In certain circumstances verbal authorisation, may be accepted at the discretion of the Responsible Person on duty. This would be relevant in situations where there has been an emergency situation and no one from the child's authorised list is able to collect the child. An email, fax or text message is suitable as written authorisation.

1.8 Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.

1.9 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 family and emergency services as soon as practicable after the medication has been administered.

1.10 Will not allow parents/ guardians that pose a risk to the safety of children, Educators, and staff entry to the service.

1.11 Provide the opportunity to exchange information about the child with other educators at a mutually convenient time on an ongoing basis

1.12 Provide the opportunities to discuss all relevant issues with the parent / guardian concerning the situation.

1.13 Act only on court orders that are on file at WOOSHC.

1.14 Seek legal advice for clarification, if required, and this is the advice that will be followed.

1.15 Reserve the right to have parents/ guardians who are physically or verbally aggressive removed by the police. This is to ensure the safety of all children, educators, and visitors to WOOSHC.

2. Educator responsibilities

2.1 Ensure that the parent/ guardian can contact the child at any time during the hours the child is at WOOSHC.

2.2 Parents that pose a risk to the safety of children, are denied entry to WOOSHC.

2.3 Strive to develop and maintain effective relationships with families to ensure that children receive high-quality care.

3. Parental responsibilities

3.1 It is the responsibility of parents to ensure that they:

- Provide copies of any current court orders to the Management team.
- Provide written copies of any changes to the court orders. Only court orders that are on file at WOOSHC can be used.
- Complete all necessary paperwork requested by WOOSHC

4. **Access by Non-custodial Parent**

4.1 If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alteration registered by the court.

37 Wideview Rd
Berowra Heights
NSW 2082
Ph 9456 6513
Email wideviewooshc@gmail.com

4.2 Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.

4.3 When a non-custodial parent attempts to collect a child from the service the management team will:

- Be polite, firm, and clear and remember their primary duty is to the children in their care.
- Clarify the legal position with the non-custodial parent. For example, staff may -
  - Ask the person politely to leave.
  - If they refuse to leave, call the police. See Emergency and Evacuation Policy.
- In all cases staff should be immediately aware of any unfamiliar person on the premises and find out what they want as quickly as possible.

5. Refusal of authorisation

5.1 The management team have the right to refuse a Delivery/Collection of a child by a parent and/or authorised person if it has been deemed inappropriate.

5.32 Inappropriate behaviour may include, but is not limited to, aggressiveness (physical/verbal) towards a child, staff member or other person or under the influence of drugs/alcohol.

5.3 Other reasons for refusal include, paperwork not being completed, adequate medication not supplied (See Medication Policy), and person giving the authorisation has not been listed on the enrolment form allowing them to do so.

5.4 The Management team will approach the person and inform them that they cannot take the child from the service and alternate arrangements will be made for the collection of the child. If the person refuses to accept the decision, the management team will follow the Emergency and Evacuation Policy for Harassment and Threats of Violence procedure.

Sources, further reading and useful websites

- Australian Children's Education & Care Quality Authority. (2014).
- My Time, Our Place: Framework for School Age Care in Australia (2011).
- My Time, Our Place.
- Service newsletters/ parent notices
- Authorisation details on enrolment forms
- Attendance records
- Medication authorisation records

Policy review information -

The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and maintain the highest standards of child safety and practice.

Review Date	Date completed	By Whom	Collaborated	Comment
July 2022	July 2022	Brandi (Manager)	Staff Committee Parents	
July 2023	July 2023	Brandi (Manager)		
July 2024	Aug 2024	Brandi (Manager)		
July 2025	29th July 25	Brandi (Manager)		
Oct 2026	28th Oct 26	Brandi (Manager)		