



Woolooware Outside School Hours Care

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ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care will request authorization from families when required to ensure the safety of the children and educators and may refuse a request unless the appropriate authorization is provided. For example, if a child is to attend an extra-curricular activity for which authorization is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorization is required in written format, however in some circumstances educators discretion may be used.

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

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorization 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 WOSHC.

CONSIDERATIONS

- Education and Care Services National Regulations;
- R93, R94, R99, R102, R157, R158, R161
- National Quality Standard; 2.3 and 7.3
- Parent Handbook
- Staff Handbook
- Enrolment and Orientation Policy
- Administration of Medication Policy
- Providing a Child Safe Environment Policy

PROCEDURE

The Nominated Supervisor, or the responsible person in charge of the service will:

Ensure documentation relating to authorisation (permission) from families contains;

1. The name of the child enrolled in the service;
2. The date
3. Signature of the child's parent/guardian or nominated person who is on the enrolment form;
4. 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)
5. The original form/letter provided by the service



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- 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.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.
- Obtain written authorisation, if a person other than the parent/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the Nominated Supervisor (or Certified Supervisor if Nominated Supervisor is not 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, is suitable as written authorisation.
- 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 Nominated Supervisor/Certified Supervisor 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.

DATE ENDORSED: August 5, 2020

DATE FOR REVIEW AND EVALUATION: August 4, 2021