

Acceptance and Refusal of Authorisations

1. Overview

1.1. Purpose

The provision of a safe and secure environment for the children attending the Service is vital. Team Members must ensure they are continuously aware of the location of all children in their care. Parents/guardians are required to understand the legal implications of signing their children in and out of the Service and handing over care to staff.

1.2. Scope

All Junior Adventures Group (JAG) People are required to comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation. Families must keep the Service up to date so we can ensure the safety of all children and meet our obligations as an approved provider.

1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, JAG is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care.

2. Policy Statement

JAG is committed to providing a safe and positive environment for all children attending the Service. We work in cooperation with families and encourage open communication to ensure we can respond to families' changing circumstances.

In some circumstances, authorisations may be refused, and we may exercise the right of refusal if written or verbal authorisations do not comply with operational policies and legal obligations.

3. Principles

3.1. Duty of Care

We have a duty of care to ensure the safety and wellbeing of children. A consistent and thorough approach to enrolment and orientation enables us to meet our obligations to children, families, staff and other stakeholders.

A clear and concise duty of care framework is provided to respond to families' and children's ever-changing and diverse needs. In many cases, the Service will seek additional permission for activities that fall outside regular activities. This includes but is not limited to excursions, medication administration and permission for Authorised Nominees to collect children.

3.2. Authorisation

Authorisations will be maintained in compliance with the Education and Care Services National Law or Regulation that applies in each state or territory.

These authorisations, and any other personal or health information, will only be disclosed to those the enrolling parent/guardian authorises JAG to disclose this type of information to, following policy on confidentiality and management of records.

Additional authorisations will be sought from JAG in relation to:

- the administration of medication
- children leaving the premises with someone other than their parent/guardian
- children participating in excursions, any extracurricular activities
- instances where risk may be associated; parents/guardians submitting the enrolment record must provide consent for these items, which includes a declaration of:
 - any person authorised to consent to medical treatment for the child
 - authority to administer prescribed medication in accordance with any medical management plan, such as anaphylaxis/asthma/diabetic management or risk minimisation
 - authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service
 - authorisation for any person nominated by the parent/guardian to collect the child from the Service
 - any person authorised to approve the child being taken out of the Service by an educator (i.e., on an excursion)
 - authorisation to take the child on regular outings
 - authority to access personal records
 - authority to take and display photos and video
 - authority for the Service to assist in applying sunscreen when necessary
 - any other matter as prescribed under the Education and Care Services National Law or Regulation that applies in each state or territory.

3.3. Where Authorisation Does Not Meet with Requirements

On receipt of written authorisation from a parent/guardian that does not meet the requirements outlined, the approved provider or Service Leader will notify the parent/guardian immediately, provide a copy of this policy and request an alternative written authorisation. They will follow up, where required, to ensure that appropriate written authorisation is obtained.

3.4. Where Authorisation Has Not Been Provided

If parents/guardians do not provide the required authorisations at enrolment, the organisation reserves the right to refuse or cancel the enrolment.

3.5. Communication and Working in Partnership with Families and Guardians

JAG People will ensure regular communication is in place to support authorisations and ensure that everyone understands their responsibility in meeting with the procedures in place.

3.6. Child Safety

We safeguard children through our procedures and practices, ensuring that sufficient authorisations are obtained for their care. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisations. JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practice is continuously reviewed and improved to ensure current legislation is in effect throughout the business.

4. Key Terms

Term	Definition
Approved Provider	For the purposes of CCS, an approved provider is an entity (e.g., a company, individual or partnership) that operates a childcare service or services and to which all obligations and liabilities of the Service are attached; JAG is an approved provider
Authorised Nominee	A person appointed by the enrolling parent/guardian or family member to collect the child from the care of the Service; this person must be fit for duty of care responsibility and identified upon arrival to the Service
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure
Service Leader	Anyone who oversees the Service in one of the following roles: 1. The Approved Provider; if the approved provider is an individual, in other cases, a person with management or control of the Service 2. The Nominated Supervisor of the Service 3. A Responsible Person who has been placed in day-to-day charge of the service in the absence of the Nominated Supervisor.
Team Members	JAG People who work directly with children

5. References

Education and Care Services National Law and Regulations
Children Education and Care Services National Law Act 2010
Educational and Care Services National Regulations
National Quality Standards for Early Childhood Education and Care and School Care
ACECQA – National Quality Framework
Safeguarding Children and Young People
Service Delivery Governance and Management
Other Relevant Legislation
Regulation 90 – Medical conditions policy
Regulation 92 – Medication record
Regulation 93 – Administration of medication
Regulation 94 – Exception to authorisation requirement – anaphylaxis or asthma emergency
Regulation 96 – Self-administration of medication
Regulation 99 – Children leaving the education and care service premises
Regulation 102 – Authorisation for excursions
Regulation 160 – Child enrolment records to be kept by approved provider and family day care educator
Regulation 161 – Authorisations to be kept in enrolment records
Regulation 168 – Education and care service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available
Regulation 172 – Notification of change to policies or procedures
Regulation 177 – Prescribed enrolment and other documents to be kept by the approved provider

Related Policies
Excursions
Sun Protection
Extracurricular Activities
Transport
Medical Conditions
First Aid
Delivery and Collection of Children
Enrolment and Orientation
Related Procedures
02P004 Medical and Health Management
02P011 Extra Curricular Activities
06P001 Enrolment and Orientation Procedures
07P002 Record Keeping and Archiving
01P002 Holiday Program and Pupil Free Day Planning
Other
Quality Area 6 & 7: Standards: 6.1, 6.2, 7.1
Guide to National Laws and Regulations
OCG Guide to Child Safe Standards - https://ocg.nsw.gov.au/child-safe-scheme
CCYP Child safe Standards - https://ccyp.vic.gov.au/child-safe-standards/
National Principles for Child Safe Organisations - https://childsafe.humanrights.gov.au/national-principles

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