

ACCEPTANCE AND REFUSAL AUTHORISATION POLICY

REED services obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature.

PURPOSE

Our priority is ensuring the health, safety and wellbeing of children. We aim to ensure that all educators, staff, students and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in accordance with the nominated supervisor, Police, regulatory authority or other authorities.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, Educators, Staff, students, volunteers, children and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S. 165	Offence to inadequately supervise children	R 102C	Conduct a risk assessment for transporting children by the education and care service
S. 165A	Offence relating to children leaving the education and care service premises unauthorised	R 102D	Authorisation for service to transport children
S. 167	Offence relating to protection of children from harm and hazards	R 157	Access for parents
S. 175	Offence relating to requirement to keep enrolment and other documents	R 160	Child enrolment records to be kept by approved provider
R 92	Medication record	R 161	Authorisation to be kept in enrolment record
R 93	Administration of medication	R 168	Education and care services must have policies and procedures
R 94	Exception to authorisation requirement- anaphylaxis or asthma emergency	R 170	Policies and procedures must be followed
R 99	Children leaving the education and care service	R 171	Policies and procedures to be kept available
R 102	Authorisation for excursions	R 172	Notification of change to policies and procedures

THE APPROVED PROVIDER WILL ENSURE:

The Approved Provider is responsible for ensuring that all obligations under the Education and Care Services National Law and National Regulations are met. In accordance with Regulation 172, the Approved Provider will notify families at least 14 days in advance of any proposed changes to the service's policies or procedures, unless the change is required urgently for health or safety reasons.

NOMINATED SUPERVISOR WILL ENSURE:

The Nominated Supervisor is responsible for ensuring full compliance with the Education and Care Services National Law and National Regulations. The *Acceptance and Refusal of Authorisation Policy* will be regularly reviewed and upheld by all educators and staff. All policies and procedures will be readily accessible to families, educators, staff, and students, and available for inspection. Families will be provided with relevant policies or informed on how to access them. Ongoing guidance and support will be provided to staff to ensure consistent implementation.

The service will maintain accurate enrolment records for each child, including all required authorizations signed and dated by a parent/guardian or authorized nominee. All documentation must include the child's name, date, and appropriate signatures.

Staff will be informed of the circumstances under which authorizations may be refused and the procedures to follow. The right to refuse an authorization will be exercised when it does not comply with National Regulations or Child Protection Legislation. All refusals will be documented, including the reason and actions taken.

The service will ensure:

- Completion of the authorized person section of the enrolment form before a child commences care.
- Accurate attendance records for all children.
- A visitor log including arrival/departure times and purpose of visit.
- Medication is only administered with written authorization using the *Administration of Medication Record*, except in medical emergencies.

In emergencies such as anaphylaxis or asthma, medication may be administered without prior authorization, and the parent/guardian will be contacted as soon as possible.

Children will only participate in regular outings or excursions with written authorization from a parent/guardian or authorized nominee and will only be released from the service to individuals authorized under the policy.

Procedures will be in place to manage situations where an unauthorized or inappropriate person—such as someone posing a risk to safety—attempts to collect a child.

EDUCATORS AND OTHER STAFF WILL:

All staff must follow REED policies and procedures diligently.

Written authorization from a parent or an authorized nominee listed on the child's enrolment record is required for any regular outing or transportation. Prior to any excursion, families must sign and date the relevant permission forms. A child may only participate in an excursion with this written authorization.

Staff are responsible for ensuring that families or their authorized nominees sign the attendance record at drop-off and pick-up. Medication may only be administered with written authorization using the *Administration of Medication Record*, except in emergencies such as asthma or anaphylaxis. Children may only leave a REED service with a person authorized by the parent or authorized nominee, in line with written authorization, during an excursion, or in a medical or other emergency, as outlined in the *Delivery to and Collection from an Education and Care Service Policy* and the *Emergency and Evacuation Policy*.

If an inappropriate person—such as someone intoxicated—attempts to collect a child and pose a risk, staff must follow established safety procedures. Staff are also required to notify the Approved Provider if any written authorization does not meet REED’s policy requirements.

FAMILIES WILL:

Families are required to read and follow all REED policies and procedures. Before a child begins attending a REED service, the authorized nominee section of the enrolment form must be completed and signed.

Families must promptly update REED if there are any changes to the nominated authorized persons and ensure these individuals are aware they will need to present valid photo ID (e.g., driver’s license) when collecting a child.

Families must also:

- Sign and date permission forms for regular transportation, outings, and excursions.
- Sign the attendance record at drop-off and pick-up.
- Provide written authorization for any medication to be administered, using the Administration of Medication Form, signed and dated.
- Submit relevant Medical Management Plans and Action Plans as needed.

Families should also understand the circumstances in which authorizations may be refused or considered not applicable.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
Enrolment Form All About Me Form Orientation Form Excursion permission Form Medication Records Risk Minimisation Plans Medical Communication Plan Illness / Incident reports Yearly Permission	Enrolment and Orientation Administration of First Aid Administration of Medication Anaphylaxis Management Asthma Management Incident, Injury, Trauma and Illness Delivery of Children to, and Collection from an education and care service Safe Transportation of Children Excursion and incursion Medical Conditions Photograph and Video	Enrolment and Orientation Administration of First Aid Administration of Medication Anaphylaxis Management Asthma Management Incident, Injury, Trauma and Illness Safe Arrival of Children Safe Transportation of Children Excursion and incursion Medical Conditions

SOURCE

Australian Children’s Education & Care Quality Authority.
 Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).
 Education and Care Services National Regulations 2012

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
July 2025	<ul style="list-style-type: none"> • Modification of template • Revision of content (succinct and explicit) 	July 2027