

		<b>EHPS OOSH POLICY</b>	
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<b>Written By</b> Nominated Supervisor	<b>Reviewed By</b> EHOOSH Management committee	<b>Approved By</b> EHOOSH Management committee	<b>Supersedes</b> Version	<b>Effective Date</b> April 2021

## Eastwood Heights OOSH


# Acceptance and Refusal of Authorisations Policy

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<b>Revision Chronology:</b>		
<b>Version Number</b>	<b>Date</b>	<b>Reason for Change</b>
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1.1	24/10/2018	Endorsed by OOSH executive committee
1.2	23/3/2021	Review and evaluation
2.0		Edited and reviewed

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## 1. POLICY STATEMENT

This policy sets out the circumstances when authorisation (permission) from parents of children attending Eastwood Heights OOSH (the Service) is required. Authorisation from parents is required to ensure the safety of the children. Authorisation must be provided in written format, on either the form prescribed by the Service, by email or by text. However, in exceptional and/or unforeseen circumstances, verbal authorisation may be accepted at the discretion of the Nominated Supervisor.

The Education and Care Services National Regulations require Education and Care Services to ensure that authorisation (permission) is obtained from parents in certain circumstances. (Note that the term “parent” includes a guardian of a child or a person who has parental responsibility for a child under a decision or order of a court.)


For example, the Regulations stipulate an authorisation 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)

Authorisation from parents may also be required if:  
 a child is leaving the Service to attend an extra-curricular activity away from the Service (eg attending a sporting activity, dance, drama, chess or an art class that is run by a provider other than the Service)  
 children are leaving the Service to make their own way home.

## 2. PROCEDURES

The Nominated Supervisor (or other responsible person in charge) of the Service will:

1. Ensure all documentation relating to authorisations from parents contains:
  - the name of the child enrolled in the Service
  - the dates of completion and of application
  - the signature of the child’s parent or nominated person listed on the enrolment form
  - the approximate time the child will leave the Service if leaving the Service to attend an extra-curricular activity, and the time they will return to the service (if applicable).
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
3. Keep these authorisations in the child’s enrolment record.
4. Ensure the child will not be permitted to leave the Service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.
5. Ensure that children are not permitted to sign themselves out or leave the Service without an authorised adult, unless written authorisation from the parent has been given.
6. Obtain written authorisation if a person other than the parent or other nominated person cannot collect the child. In certain circumstances, verbal authorisation may be accepted at the discretion of

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the Nominated Supervisor (or other nominated person in charge). In such circumstances, educators must record the time of the telephone call with the parent and name of the person who is collecting the child. The identity of the person collecting the child will then be confirmed by sighting photographic identification, eg current driver's licence.

7. Exercise the right to refuse collection of the child if written or verbal authorisations do not comply with the requirements outlined above.
8. 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, but must contact the parent/guardian as soon as practicable after the medication has been administered.

### **3. REFERENCES**

#### **3.1 Statutory authority**

- Education and Care Services National Law Act 2010 (Regulation 93, 99, 102)
- National Quality Standards (Standard 2.1.1)

#### **3.2 Service policies**

- Enrolment and Orientation Policy
- Administration and Storage of Medication Policy