

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 2 – VERSION 1.0



PURPOSE

This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/carer or person authorised in the enrolment record
- refusing written authorisation from a parent/carer or person authorised in the enrolment record.

VALUES

Denzil Don Kindergarten is committed to:

- ensuring the safety and wellbeing of all children attending the service
- meeting its duty of care obligations under the law.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Ensure compliance with service policies and procedures, and support their consistent implementation
Complete the authorised nominee section of their child's enrolment form (<i>see Enrolment and Orientation Policy</i>), including authorisations for: <ul style="list-style-type: none"> • seeking medical treatment • ambulance transportation (<i>Regulation 160(1)(b)</i>) • transportation of the child or arranging transportation (<i>Regulations 120D, 160(3)(vi)</i>)
Ensure a nominee form is completed and on your child's enrolment record before sending them to collect your child
Update authorised nominee details as required following enrolment to ensure accuracy (<i>see Enrolment and Orientation Policy</i>)
Maintain up-to-date authorisations, ensuring all required information remains current.
Sign and date all required incursion permission forms for excursions
Sign the attendance record on arrival and departure of your child at the service
Provide written authorisation for the administration of medication, ensuring all documentation is signed and dated for inclusion in the child's medication record

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person In Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure all staff, volunteers, students and families are informed that this policy, and all service policies, are accessible via the service website denzildonkinder.org.au/policies/ and in the policy folder located in the service office	R	√	√	

Ensure all staff and parents/carers comply with service policies and procedures	R	√	√	
Ensure authorised nominee details are completed prior to a child commencing at the service, in accordance with Regulation 161 (<i>see Enrolment and Orientation Policy</i>)	R	√	√	
Ensure authorised nominee information includes consent for medical treatment and ambulance transportation, in accordance with <i>Regulation 160 (1) (b)</i>	R	√	√	
Ensure the service is informed of any court orders restricting contact with a child, and that copies are retained with the child's enrolment record, in accordance with (<i>Regulation 160</i>)	R	R	√	
Ensure all required authorisations are obtained and kept up to date, in accordance with regulatory requirements	R	√		
Ensure written authorisation is obtained before children participate in excursions or regular outings, and that only children with prior consent attend, in accordance with Regulations 102(4)(5) and 161 (<i>see Excursions and Service Events Policy</i>)	R	R	√	
Provide parents/carers or authorised nominees with excursion consent forms prior to excursions (<i>see Excursions and Service Events Policy</i>)	R	R	√	
Ensure authorisation for transportation of a child is obtained, including arrangements for transportation, in accordance with <i>Regulation 120D, 160 (3) (vi)</i>	R	√	√	
Ensure written authorisation is obtained for the administration of medication, signed and dated by a parent/carer or authorised nominee, and retained in the child's medication record, in accordance with Regulation 92(3)(b) (<i>see Administration of Medication & Dealing with Medical Conditions Policy</i>)	R	√	√	
Maintain accurate attendance records for all children attending the service	R	√	√	
Maintain a written record of all visitors, including the time of arrival and departure	R	√		
Ensuring children are only released to a parent/carer, authorised nominee, or a person with written authorisation, except in emergencies in accordance with <i>Regulation 99, 160, National Law: Section 167 (see Delivery and Collection of Children & Child Safe Environment Policy)</i>	R	R	√	
Ensure medication is not administered without prior authorisation, except in emergency situations (e.g. asthma or anaphylaxis), in line with relevant policies (<i>see Administration of Medication & Dealing with Medical Conditions & Incident, Injury, Trauma and Illness & Emergency and Evacuation & Asthma & Anaphylaxis Policy</i>)	R	√	√	
Implement procedures to manage situations where authorisation is refused or not applicable, including when: <ul style="list-style-type: none"> • medication is not provided in its original container (<i>Regulation 95</i>) • a person collecting the child appears unfit 	R	√		
Ensure procedures are in place to respond appropriately if an unauthorised or inappropriate person attempts to collect a child, in accordance with <i>National Law Section 167 (see Delivery and Collection of Children & Child Safe Environment Policy)</i>	R	R		
Inform the Centre Coordinator or Educational Leader when written authorisations do not meet policy or regulatory requirements		√	√	
Follow established procedures when written authorisations do not meet requirements, as outlined in service policies and (<i>see Procedures</i>)	R	√	√	

BACKGROUND & LEGISLATION

BACKGROUND

Under the *National Law and Regulations*, Denzil Don Kindergarten is required to obtain written authorisation from parents/carers, and/or authorised nominees in some circumstances, to ensure the health, safety, wellbeing and best interests of children are met. These circumstances include but are not limited to:

- self-administration of medication (if applicable) (*Regulation 96*)
- children leaving the service premises (*Regulation 99*)
- children being taken on excursions (*Regulation 102*)
- transport provided or arranged by the service (*Regulation 102D*)
- seeking medical treatment for children and transportation by an ambulance service (*Regulation 161*).

Service policies (*including Administration of Medication Policy & Delivery and Collection of Children Policy, Enrolment and Orientation Policy & Excursions and Service Events Policy*) detail the conditions under which written authorisations will be accepted. However, there may be instances where an authorisation is refused.

This policy outlines procedures to be followed when refusing a written authorisation from a parent/carer or person authorised in the enrolment record. Denzil Don Kindergarten will only accept authorisations for persons over the age of 16. If Denzil Don Kindergarten receives a written authorisation for a person under the age of 16, the procedures outlined within this policy will be enacted (see Procedures).

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Inappropriate person: person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for them to be on the premises e.g. a person under the influence of drugs or alcohol (*National Law: Section 171(3)*)

SOURCES & RELATED POLICIES

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Emergency and Evacuations
- Enrolment and Orientation
- Excursions and Service Events
- Governance and Management of the Service
- Incident, Injury, Trauma and Illness
- Nutrition, Oral Health and Active Play

- Road Safety Education and Safe Transport

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 26/11/2025.

REVIEW DATE: 26 / NOVEMBER / 2027

PROCEDURE 1: FOR REFUSING A WRITTEN AUTHORISATION

When an authorisation (Nominee Form) from a parent/carer does not meet the requirements outlined in service policy and *Regulation 161*, Denzil Don Kindergarten will:

- explain to the parent/carer that their authorisation does not meet service policy, and cannot be accepted
- ensure that the parent/carer is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- request that an appropriate alternative authorisation that complies with service requirements and policy is provided by the parent/carer
- ensure that procedures outlined in the relevant service policy are followed where a parent/carer cannot be immediately contacted to provide an alternative written authorisation
- follow up with the parent/carer to ensure that an appropriate written authorisation is obtained.

