

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.

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)	Parents/Carers	Contractors, Volunteers & Students
Ensuring all staff, volunteers, students and families are informed that this policy (and all policies) can be accessed via the service website https://denzildonkinder.org.au/policies/ and in the Policy folder, in the service office	R	√	√		
Ensuring that all staff and parents/carers follow the policies and procedures of the service	R	√	√	√	
Ensuring authorisations are kept up-to-date	R	√		√	
Ensuring parents/carers complete the authorised nominee section of their child's enrolment form (<i>see Enrolment and Orientation Policy</i>), before their child commences <i>Regulation 161</i>	R	√	√		
Ensuring only children with prior consent from a parent/carer or authorised nominee participate in an excursion or regular outing (<i>see Regulation 102(4)(5), 161</i>) (<i>see Excursions and Service Events Policy</i>)	R	R	√		
Ensuring consent forms for excursions are provided to the parent/carer or authorised nominee before excursions (<i>see Excursions and Service Events Policy</i>)	R	R	√		
Ensuring that children requiring medication to be administered by an educator or staff member have written authorisation, signed and dated by a parent/carer or authorised nominee with the child's medication record (<i>see Administration of Medication & Dealing with Medical Conditions Policy</i>) <i>Regulations 92(3)(b)</i>	R	√	√		
Ensuring service staff do not administer medication without the authorisation of a parent/carer or authorised nominee, except in the case of an emergency such as an asthma or anaphylaxis emergency (<i>see Administration of Medication & Dealing with Medical Conditions & Incident, Injury, Trauma and Illness & Emergency and Evacuation & Asthma & Anaphylaxis Policy</i>)	R	√	√		

Ensuring parents/carers complete the authorised nominee section of their child's enrolment form (<i>see Enrolment and Orientation Policy</i>), for authorisation for seeking medical treatment and transportation of a child by an ambulance service <i>Regulation 160 (1) (b)</i>	R	√	√	√	
Ensuring all parents/carers have completed the authorised nominee section of their child's enrolment form (<i>see Enrolment and Orientation Policy</i>), for authorisation for the transportation of the child or arranging transportation of the child <i>Regulation 120D, 160 (3) (vi)</i>	R	√	√	√	
Ensuring an attendance record is maintained for all children attending the service	R	√	√		
Maintaining a written record of all visitors to the service, including time of arrival and departure	R	√			
Ensuring the Centre Coordinator or Educational Leader (management team) are informed when a written authorisation does not meet the requirements outlined in service policies		√	√		
Ensuring children only depart the service with a person who is the parent/carer or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (<i>see Delivery and Collection of Children & Child Safe Environment Policy Regulation 99, 160, National Law: Section 167</i>)	R	R	√		
Ensuring the service is aware of any contact orders prohibiting an adult from contacting a child and keeping a copy of the court orders with the child's enrolment record (<i>Regulation 160</i>).	R	R	√		
Ensuring processes are in place for circumstances where authorisations are refused/not applicable, such as: - when the service is asked to administer medication not in its original container (<i>Regulation 95</i>) - when a parent/carer, authorised nominee or person as listed in <i>Regulation 99</i> does not appear to be fit to take the child - when a child has been given authorisation to leave the service alone, however the environment they would be in is unsafe	R	√			
Ensuring there are procedures in place if an inappropriate person attempts to collect a child from the service (<i>see Delivery and Collection of Children & Child Safe Environment Policy National Law: Section 167</i>)	R	R			
Following appropriate procedures when dealing with a written authorisation that does not meet the requirements outlined in service policies (<i>see Procedures</i>)	R	√	√		
Completing the authorised nominee section of their child's enrolment form (<i>see Enrolment and Orientation Policy</i>) as part of enrolment and afterward as necessary				√	
Signing and dating permission forms for excursions				√	
Signing the attendance record section when their child arrives at and departs the service				√	
Providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record				√	

PROCEDURES

FOR REFUSING A WRITTEN AUTHORISATION

When an authorisation 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.

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*).

Specific 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 (*see Procedures*) will be enacted.

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

