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# Bendigo Regional YMCA Acceptance and Refusal of Authorisations Policy

Mandatory – Quality Area 2

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OFFICE USE ONLY

<b>Policy Number</b>	<b>CS 2.8</b>	<b>Version</b>	<b>1</b>
<b>Drafted by</b>	CSM	<b>Approved by CEO on</b>	04.04.2018
<b>Responsible Person</b>	CSM	<b>Scheduled Review date</b>	04.04.2019

## 1. OBJECTIVE

This policy will satisfy the requirement under the Education and Care Services National Law and Regulations to have procedures in place relating to the acceptance and/or refusal of written authorisations.

## 2. SCOPE

This policy applies to all employees, volunteers, students, and other authorised personnel of BRYMCA.

## 3. POLICY

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- self-administration of medication (Regulation 96)
- children being taken on excursions (Regulation 102)

Specific policies will include details of conditions under which written authorisations will be accepted. However, there may be instances when a service refuses to accept a written authorisation. The *Education and Care Services National Regulations 2011* specify that services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

## 4. RESPONSIBILITIES

**BRYMCA is responsible for:**

- ensuring that parents/guardians have access to all service policies
- ensuring that all staff understand and follow the policies and procedures of the service
- ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form, and that the form is signed and dated before the child commences at the service
- keeping a written record of all visitors to the service, including time of arrival and departure
- developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies (refer Attachment 1)

**All Educators, Room Leaders, OSHC Supervisors are responsible for:**

- following the policies and procedures of the service
- informing their supervisor when a written authorisation does not meet the requirements outlined in service policies
- following procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies (refer Attachment 1)

**5. DEFINITIONS**

<b>Authorised nominee</b>	A person who has been given written authority by the parents/guardians of a child to collect the child from the education and care service. These details will be on the child’s enrolment record.
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**6. ROLES AND RESPONSIBILITIES**

<b>Department/Area</b>	<b>Role/Responsibility</b>
All BRYMCA Personnel	<ul style="list-style-type: none"><li>• All Personnel are responsible for the daily implementation of the policy</li></ul>
BRYMCA Managers & Supervisors	<ul style="list-style-type: none"><li>• Are responsible for ensuring suitable resources and support systems to enable compliance with this policy.</li><li>• Will drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</li><li>• Oversee the implementation and adherence to this policy (ie policy compliance).</li></ul>
CEO	<ul style="list-style-type: none"><li>• Policy Approval</li></ul>

**7. SOURCES AND RELATED POLICIES**

**Sources**

- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Service Policies**

- Administration of Medication Policy
- Child Safe Environment Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Excursions and Service Events Policy
- Incident, Injury, Trauma and Illness Policy

## **8. MONITORING, EVALUATION AND REVIEW**

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

## **9. ATTACHMENTS**

Attachment 1: Procedures for refusing a written authorisation

## **Attachment 1**

### **Procedures for refusing a written authorisation**

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the relevant service policy, BRYMCA staff will:

- immediately explain to the parent/guardian that their written authorisation contravenes service policy, and that it cannot be accepted
- ensure that the parent/guardian 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 written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation
- follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained