

SHARE BEFORE, AFTER AND VACATION CARE.

Acceptance & Refusal of Authorisations

POLICY STATEMENT:

SHARE will request authorisation from families when required to ensure the safety of the children and staff and may refuse a request unless the appropriate authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given; this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format; however, in some circumstances staff discretion may be used.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. 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)
- Access to personal records (Regulation 181) Parent is required to put request in writing

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.
- Children are leaving the service to make their own way home.
- SHARE has an authorisation form to the above purposes.

PROCEDURE:

The Nominated Supervisor or the person in day-to-day charge of the service will:

- Ensure documentation relating to authorisation (permission) from families contains:
 - ✓ The name of the child enrolled in the service;
 - ✓ The date; or dates the authorisation applies to;
 - ✓ Signature of the child's parent/guardian or nominated person who is on the enrolment form;
 - ✓ The time the child will need to leave the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
 - ✓ The original form/letter provide by the service.
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the Nominated

Supervisor, Responsible person or shift supervisor's member on duty. This would be relevant in situations where there has been an emergency situation and no one from the child's authorised list is able to collect the child. An email, fax or text message is suitable as written authorisation.

- For verbal authorisations the Educator who received the verbal authorisation needs to record in the daily diary that authorisation was received via phone, or in person, include the name of the Parent/ Guardian who gave the authorisation, time and date the authorisation was given and sign their name.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- 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, provided they contact the family and emergency services as soon as practicable after the medication has been administered.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/ documentation	Other
r93, 94, 99, 102, 157, 158, 161	Standard: 2.1 & 2.3. Elements: 2.1.2 & 2.2.1	Excursion, Child Protection. Delivery & Collection of Children. Administration of Medication. Supervision & Providing a child safe environment Policies. Parent Handbook - Staff Handbook - Enrolment and Orientation Policy	My Time our Place. Service newsletters/parents' notices. Authorisation details on enrolment form. Attendance records. Medication authorisation records.

ENDORSEMENT BY THE SERVICE:

Approval date: Date for Review:

Attachment: Authorisation to:

SHARE Before and After School and Vacation Care Service.

AUTHORISATIONS TO: (a) Leave SHARE with a person who is not the parent/guardian of the child. (b) To attend an extra- curricular activity unaccompanied either at school or in the community. (c) to be delivered and collected by SHARE to and from an activity. (d) to make their own way home. (f) to walk down from school. Please circle which is relevant.

I _____ (print name) being the parent guardian of

_____ (print child's name) give permission for my child/ren to leave SHARE for one the following reason/s

(a) To be collected by a person who is not the parent/guardian of my child/ren

- Person collecting my child/ren is: _____ (insert name)
- Is this person over 18 years of age YES/NO
- This person's relationship to my child/ren is: _____
- Is this permission on going until I notify SHARE otherwise YES/NO
- Day of the week my child will be collected by the nominated person: _____
- Contact details of this person. Address _____ Mobile: _____
Please note proof of identity will need to be supplied, Student ID, Passport, Drivers Licence, anything with photo and address. A photo copy will be taken and placed in the child's folder for future reference.

(b) To attend an extra-curricular activity unaccompanied:

- Name of the activity: _____ Held: _____
- Day/s of the week my child will attend this activity _____
- Time my child/ren should leave SHARE to attend this activity: _____ am/pm
- Will my child be returning to SHARE after this activity YES/NO
- Time my child/ren should return to SHARE: _____ am/pm
- Is this an ongoing activity YES/NO
- Is this permission on going until I notify SHARE otherwise YES/NO

(c) To be delivered and collect by SHARE to and from an extra-curricular activity:

- Name of the activity: _____ Held _____
- Time my child/ren should be delivered to this activity by SHARE: _____ am/pm
- Will my child/ren need to be collected by SHARE from this activity: YES/NO
- Time my child/ren should be collected. _____ am/pm

• Is this an ongoing activity YES/NO

• Is this permission on going until I notify SHARE otherwise YES/NO

(d) To make their own way home:

• Time and day my child/ren is/are to leave SHARE: _____ day _____ pm

• Is this permission on going until I notify SHARE otherwise YES/NO

(f) To walk down from school:

• Time and date my child/ren is/are to leave School: _____ day _____ pm

• Time my child/ren should arrive at SHARE: _____ pm

• Is this permission on going until I notify SHARE otherwise YES/NO

Print name parent/guardian: _____ Date: _____

Signature: _____

Updated: September 2020