



Refusal and Acceptance of Authorisations Procedure

Policy

Hawthorn Early Years will ensure the safety of children at our service by allowing only authorised persons to collect a child at any time throughout the day. The daily sign in and out register is not only a legally required document to record children's attendance but is also used as a record of the children in our care should an emergency evacuation take place. We aim to ensure that all employees are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal.

Application of Procedure

This policy applies to the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Hawthorn Early Years will:

Policies and procedures

Ensure that parents/guardians have access to all service policies and procedures.

Ensure procedures are in place to notify parents/guardians when a child is given into the care of another person, such as for a medical or other emergency.

Ensure that all possible measures are taken to protect children from harm, which may include refusing to allow an authorised person to collect a child from the Service.

Provide support for employees and children following any incident and review the effectiveness of service Policies and Procedures.

Enrolment and attendance records

Ensure that all parents/guardians have fully completed the authorised persons section of their child's enrolment form before the child is enrolled / re-enrolled at the Service.

Ensure that all authorised persons are correctly entered and set up in the Qikkids system.

Keep an electronic and/or written record of all visitors to the Service, including time of arrival and departure and reason for the visit.



All employees, volunteers and students will:

Ensure all authorisations meet the requirements outlined in the Service's Policies and Procedures and the Children's Services Regulations.

Seek assistance from the person-in-charge where needed to ensure procedures are followed.

Excursions

Only allow a child to participate in an excursion with the written authorisation of a parent/guardian or authorised person.

Medications

Only administer medication with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy, or diabetes emergency and as outlined in the Administration of Medication Procedure.

Arrival and Departure of Children

Ensure children only depart from the Service with a person who is authorised to collect the child, is at least 16 years old, and who does not pose a risk to the health or well-being of the child (an inappropriate person – refer to definitions below).

Follow procedures if an inappropriate person attempts to collect a child from the Service (for example, an intoxicated person).

Ensure that parents/guardians or authorised nominees are contacted if an unauthorised person or an inappropriate person attempts to collect a child from the Service.

Refusal of Authorisations

Exercise the right to refuse a verbal or written authorisation if it does not comply with Regulations and/or the Service's Policies and Procedures. Where this occurs the following actions will be taken:

- Immediately explain to the parent/guardian that their written authorisation contravenes service policy and/or Regulations and that it cannot be accepted.
- Request that an appropriate written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy and procedure.
- Provide a copy of the relevant procedure where required.

Follow the procedures below if an inappropriate person attempts to collect a child from the Service (for example, an intoxicated person):



- Advise the person collecting the child of the concerns and contact an alternative authorised person to collect the child.
- Advise the person-in-charge of the situation and enact lock down procedures if the person is deemed to pose a risk to the health and safety of children, families or employees.
- Contact police immediately if the safety of the child or service employees is threatened.
- Inform the Regulatory Authority within 24 hours of a serious incident occurring.
- Record why the authorisation was refused including:
 1. The details of the authorisation,
 2. Why the authorisation was refused, and
 3. Actions taken by the Service.

Parents and guardians will:

Read and comply with the policies and procedures of the Service.

Complete and sign the authorised nominee section of their child's enrolment form before their child commences at the Service, and upon re-enrolment

Communicate and share as soon as possible, any changes to the enrolment record, including authorised nominees, parenting plans, parenting orders and consent/court orders.

Ensure all person's collecting their child from the Service are at least 16 years old and not deemed to be an inappropriate person (refer to definitions).

Ensure only authorised nominees are sent to collect/deliver children to the Service and that they are aware of their responsibilities in regards to signing children in and out of the Service using their personal details and pin.

Advise nominated authorised persons that they will require photo identification (such as a driver's license) in order to collect their child from the Service.

Sign the electronic attendance record as their child arrives at and departs from the Service using their personal log in details and pin.

Sign, date and promptly return permission forms for excursions.

Provide 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.

See also:

1. Child Safe Policy and Procedure
2. Delivery and Collection of Children Procedure
3. Enrolment Policy and Procedure
4. Excursions Policy and Procedure



5. Administration of Medication Procedure
6. Medical Conditions Policy and Procedure.

Key Definitions:

Inappropriate Person - A 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 may make it inappropriate for him or her to be on the premises e.g. a person under the influence of drugs or alcohol.

Authorised Person - A person who has been given written authority by the parent/guardian of a child to collect that child from the education and care service. These details will be on the child's enrolment form.