

Authorisations

Policy Statement

Authorisations are required for collection, medical treatment, excursions, emergencies contacts, and transportation. This policy outlines the requirements for these authorisations, and situations in which the authorisations may be refused.

Policy Considerations

- National Quality Standards/Elements: 2.2 (Safety), 7.1 (Governance)

Procedure

- Parents/Guardians are required to list authorised contacts on their child's enrolment form, and state whether the contact is authorised for collection, emergency, excursion, medical and/or transportation authorisations.
- An authorisation may be refused if incomplete details are provided. In this situation the parent/guardian will be contacted to provide complete details (including name, phone number, relation to child, address and authorisation type).

Collection

- All contacts authorised for collection will have user details set up on the digital sign in/out system. Contacts must enter their phone number and PIN in order to sign children out.
- Parents must advise the Service in writing if a person who is not listed on the enrolment form will be collecting their child. The person collecting the children will be asked to show photo ID.
- Authorisations may be refused in the following situations:
 - Insufficient information has been provided
 - The person collecting the child is unable to produce photo ID or verify their identity
 - A court order is in place that prevents the person's access to the child
 - The parent/guardian/additional contact is noticeably under the influence of alcohol and/or drugs and intends to drive
- The Police will be notified if a person arrives at the service in breach of a court order. A mandatory report may be made if the person collecting the child is noticeably under the influence of drugs/alcohol.
- Contacts under 18 years of age may only collect a child from the service if written permission is obtained from the child's parent/guardian. At no time will a primary school age child be permitted to sign out another child from the service.

Medical

- Parents/Guardians must provide written authorisations if their child is required to take medication while at the service.
- Medication may be administered to a child without prior authorisation in the event of an anaphylaxis or asthma emergency. The parent of the child and emergency services will be notified as soon as possible if this occurs.

Excursions

- Parents/guardians are required to list contacts who can give authorisations for excursions on their enrolment forms.

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- On the day of an excursion the parent/guardian/additional contact will be required to sign the excursion permission form, which will outline the excursion location, times, staff ratio, children attending, and risk management plan.

Emergency

- Parents/guardians are required to list contacts who are authorised to be contacted in the event of an emergency on their child's enrolment form.
- Parents/guardians will be contacted in the event of an emergency. If the Service is unable to get in contact with the parents/guardians of the child, they will then contact the additional emergency contacts.

Transportation

- Parents/guardians are required to list contacts who can give authorisations for transportation outside the service on their enrolment forms.-
- Written authorisation will be sought from an approved contact prior to individual instances of taking a child outside the service.

Document Version Control

Version Date	Changes
16/12/2018	Full review
27/08/2019	Document version history added
23/06/2020	Full review
21/09/2021	Full review, transportation authorisation added

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