

## Acceptance and refusal of authorisations policy/procedure

### Mandatory – Quality area 2

*HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.*

*HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.*

#### **Purpose**

This policy outlines procedures to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

#### **Procedures**

##### **HDKA is responsible for:**

- Ensuring HDKA policies are available on the website [www.hdka.com.au](http://www.hdka.com.au) and at the kindergarten
- Ensuring all staff are aware of policies and procedures and ensuring they are followed
- Ensuring that there are procedures in place if an inappropriate person (refer to Definitions) attempts to collect a child from the service
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies (refer to Attachment 1).

##### **Staff at service responsible for:**

- Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (refer to Enrolment and Orientation Policy), and that the form is signed and dated before the child is enrolled at the service
- Ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion and ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- Ensuring that an attendance record is maintained
- Keeping a written record of all visitors to the service, including time of arrival and departure
- Ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record
- Ensuring educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Ensuring educators/staff allow a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency
- Ensuring that they understand the procedure for attempted unauthorised collection of a child

##### **The Nominated Supervisor is responsible for:**

- Informing the Approved Provider (HDKA) when a written authorisation does not meet the requirements outlined in service policies.

##### **Certified Supervisors and other educators are responsible for:**

- Following the policies and procedures of the service.

***Volunteers and students are responsible for following this policy and its procedures while at the service.***

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### Attachment 1

#### Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent or guardian that does not meet the requirements outlined in the related service policy the Approved Provider (HDKA) will:

- Immediately explain to the parent or guardian that their written authorisation contravenes service policy and that it cannot be accepted.
- Ensure that the parent or 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 or 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 or guardian cannot be immediately contacted to provide an alternative written authorisation.
- Follow up with the parent or guardian where required to ensure that an appropriate written authorisation is obtained.