



Authorisations and Access

Policy Statement

NBCA requires acceptance of authorisations under the Education and Care Services National Law and Regulations to ensure the health, safety, wellbeing and best interests of the child are met in relation to administration of medication, collection of children, excursion permissions and access to personal records.

Implementation

- Authorisations including medication, collection of children, photographs and excursions, will only be accepted by parent/guardians and authorised nominees, authorised to do so on the child's enrolment form.
- The director, nominated supervisor and assistant director are responsible for ensuring each child's authorisations are current.
- The director, nominated supervisor and assistant director can exercise their right of refusal if authorisations do not comply, and may be made on a case-by-case basis.

Leaving the Premises

- A child attending the service must not leave the premises except where the child:
 - Is collected by a parent/guardian, an authorised nominee as outlined on the child's enrolment record;
 - Attends an excursion or regular outing, where written authorisation has been provided as per regulation 102(4) from a parent/guardian or authorised person;
 - Is placed into the care of a person or taken outside of the premises as the child requires medical, hospital or ambulance care or treatment, or because of another emergency, where written authorisation has been provided as per regulation 161 from a parent/guardian or authorised person.

The Service will:

- Provide guidance and advice to ensure adherence to the policy.
- Ensure authorisations are retained with the enrolment record and include the full name of the child, date of authorisation and signature of the parent/guardian or authorised nominee.
- Ensure the authorised nominee section is completed on each child's enrolment record, signed and dated before the child is enrolled at the service.

Families are required to:

- Ensure they complete and sign the authorised nominee section on their child's enrolment form.
- Keep their child's enrolment details correct and up to date.



- Be responsible for ensuring newly authorised persons are over the age of sixteen (16) years and produce photo identification when collecting the child from the service. If photo identification is not produced, staff have the right to refuse access to the service.

Policy Links

Policies:

- Arrival and Pickup of Children
- Child Protection
- Confidentiality and Privacy
- Duty of Care
- Emergencies
- Enrolment
- Excursions and Events
- Medical Conditions
- Records Management and Reviews
- Supervision

NQS: 2.2 and 7.1

Regulations: 92, 99, 102 and 161

Sources:

- Children's and Young Persons Act 1998
- National Quality Framework
- Education and Care Services National Law (2011) Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)

Policy Document Status

Policy Created: December 2017

Last Reviewed: August 2022

Next Review: August 2023

Directors Signature:



Date:23/08/22

Committee Representative Signature:



Date:23/08/22

