



OOSH ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY & PROCEDURES 012

1. Policy Information

Policy title	OOSH Acceptance & Refusal of Authorisations Policy & Procedures
Policy version	O12.1
Classification	OOSH
Review cycle	1 year
Last review date	November 2023
Implementation date	November 2023
Next review date	November 2024
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College (the 'College') OOSH (Out of School Hours/the 'Service') aims to ensure that the health, safety and wellbeing of all children are met at all times. This document has been prepared to provide information on the processes in place for managing authorisations.

3. Policy

3.1 General Principles

- 3.1.1 The Service will require authorisation from parents/carers when necessary, to ensure the safe collection and delivery of children and administration of medication.
- 3.1.2 The Education and Care Services National Regulations require services to ensure that an authorisation is obtained from families in certain situations. Regulations stipulate an authorisation must be obtained for:
 - 3.1.2.a administering medication to children (Regulations 92 &93)
 - 3.1.2.b children leaving the premises of a service with a person who is not a parent or guardian of the child (Regulation 99)
 - 3.1.2.c children attending excursions (Regulation 102)
 - 3.1.2.d access to personal records (Regulation 181)
- 3.1.3 Authorisation from families is also required if:
 - 3.1.3.a a child is leaving the service for an extracurricular activity
- 3.1.4 The Service may exercise the right to refuse the request if written or verbal authorisations do not comply with the requirements outlined above. The Responsible Person on duty also has the right to refuse the authorisation if the child's safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child's name, activity and reason as to why authorisation was denied must be recorded in the Daily Diary and parents/carers will be notified via email and/or on collection of the child.

4. Procedures

4.1 Responsibilities

- 4.1.1 The Nominated Supervisor or Responsible Person will:
 - 4.1.1.a ensure documentation relating to authorisation from families contains:
 - 4.1.1.a.i the name of the child enrolled in the Service
 - 4.1.1.a.ii parent/carer and emergency contacts

- 4.1.1.a.iii written consent regarding extra-curricular activities. Please refer to the College's *OOSH Extra Curricular Activities Policy & Procedure*.
- 4.1.1.a.iv written consent regarding administration of medications. Please refer to the College's *OOSH Administration of Medication Policy & Procedures*.
- 4.1.1.a.v written consent regarding a child leaving the premises for an excursion or medical reasons. Please refer to the College's *OOSH Delivery and Collection Policy & Procedures* and *OOSH Excursions Policy & Procedures*.
- 4.1.1.b keep authorisations in the child's file
- 4.1.1.c ensure the child does not leave the Service without written consent
- 4.1.1.d For the administration of panadol, verbal authorisation will be accepted. This needs to be confirmed by a second educator.
- 4.1.1.e exercise the right to refuse a child to be picked up by a person other than those listed on that child's enrolment/permissions.
- 4.1.1.f waive compliance for authorisation where a child requires emergency medical treatment for life threatening conditions (ie Asthma or anaphylaxis). In this instance, the parent/carer and emergency services must be contacted as soon as practicable after the medication has been administered.
- 4.1.1.g In the case of court orders:
 - 4.1.1.g.i Families in this situation must provide the Nominated Supervisor with all relevant court documents, either on enrolment, or as soon as the court order is put into place, if the child is already enrolled.
 - 4.1.1.g.ii Court orders are stored securely in the child's individual file.
 - 4.1.1.g.iii The Nominated Supervisor will inform all Educators of these family's arrangements This takes place during staff meetings and updates are provided during this time if there are any changes.
 - 4.1.1.g.iv In circumstances where the custody order is varied, the Service must be informed of the change in writing before releasing the child to the parent/carer.
 - 4.1.1.g.v If a non-custodial parent/carer arrives at the Service, the non-custodial parent/carer will not be let through the gate and will be informed that they are not able to collect the child and ask them calmly to leave.
 - 4.1.1.g.vi If a non-custodial parent/carer is let through the gate by another person, the Responsible Person will address them at the door, inform them that they are not able to collect the child and ask them calmly to leave. If the non-custodial parent/carer refuses to leave, a lockdown will be activated as per the College's *OOSH Emergency Policy & Procedures*, and potentially the procedures regarding Harassment and Threats of Violence as outlined by the College's *OOSH Emergency Policy & Procedures*, as required

5. References

- none

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
--	---------------------------	--------------------------------------	-------

<p>R92, R93, R94, R96, R99, R102, R160, R161, R168, R170, R171, R181</p>	<p>QA2.2.1, QA2.2.2, QA2.2.3, QA6.1, QA7.1.2</p>	<ul style="list-style-type: none"> ● OOSH Administration of Medication Policy & Procedures ● OOSH Responsible Person Policy & Procedures ● OOSH Providing a Child Safe Environment Policy & Procedures ● OOSH Extra Curricular Activities Policy & Procedures ● OOSH Delivery and Collection Policy & Procedures ● OOSH Excursions Policy & Procedures ● OOSH Enrolment & Orientation Policy & Procedures ● OOSH Confidentiality Policy & Procedures ● OOSH Dealing with Medical Conditions Policy & Procedures ● OOSH Emergency Policy & Procedures ● OOSH Administration of First Aid Policy & Procedures ● OOSH Incident, Injury, Trauma & Illness Policy & Procedures 	<ul style="list-style-type: none"> ● Family Law Act ● UNCROC ● Children and Young Persons (Care and Protection) Act ● My Time Our Place V2.0 ● Privacy Act 1988
--	--	---	--