



# Acceptance & Refusal of Authorisations Policy

## Policy Statement:

Pennant Hills Before and After School Care Service recognises that authorisation is a shared act of trust and accountability between families and educators. Seeking permission is not only a legal obligation but an ethical commitment to uphold the safety, dignity, and rights of every child in our care. By engaging families in decision-making about their child's participation in activities, movement outside of the service, and health-related matters, we affirm that education and care are collaborative endeavours built on transparency.

We view authorisation as an extension of our responsibility to act with integrity and consistency within the community. It ensures that each child's experience is shaped by informed consent, clear communication, and respect. In line with the *Education and Care Services National Regulations*, our service understands that obtaining authorisation is a core component of maintaining safe, ethical, and lawful practice.

## Definitions:

**Authorisation** - A documented permission provided by a parent, guardian, or authorised nominee that allows the service to carry out a specific action relating to a child's safety, wellbeing, movement, or participation. Authorisation may be written or, in emergencies, verbal.

**Authorised Nominee** - A person who has been formally identified on the child's enrolment record as someone permitted to collect the child or provide authorisation on the family's behalf, in accordance with Regulation 161.

**Verbal Authorisation** - Permission provided over the phone or in person during an emergency when written authorisation is not practicable. Verbal authorisation must be verified by senior staff and documented as soon as possible.

**Regular Outing** - A routine excursion that occurs frequently and forms part of the service's normal program, such as supervised movement between school sites. Regular outings require written authorisation that remains valid until withdrawn.

**Excursion** - Any activity where children leave the service premises under educator supervision. Excursions require written authorisation that includes details of the destination, purpose, method of transport, and expected times.

## Considerations:

- Education and Care Services National Regulations:
  - Regulation 93: Administration of medication

- Regulation 94: Exception to authorisation requirement—anaphylaxis or asthma emergency
- Regulation 99: Children leaving the premises
- Regulation 102: Authorisation for excursions
- Regulation 157: Access for parents
- Regulation 158: Attendance records
- Regulation 161: Authorisations in enrolment records
- National Quality Standard:
  - Standard 2.2: Each child is protected
  - Standard 7.1: Governance supports the operation of a quality service

## **Policy:**

Authorisations are primarily obtained in writing to ensure clarity and accountability. In emergencies, verbal authorisation may be accepted at the discretion of senior staff. Staff are expected to exercise professional judgment when verifying authorisations and acting on them. The service reserves the right to refuse any authorisation that does not meet requirements.

## **Authorisation Requirements:**

Families must provide authorisation for:

- Administration of medication
- Children leaving the premises with someone not listed as an authorised nominee
- Participation in excursions and regular outings
- Access to records
- Attendance at external extra-curricular activities
- Travel between school sites

Written authorisation must include:

- Child's full name
- Date and signature of parent/guardian or authorised nominee
- Details of the activity and times, if applicable
- Original form or email

Written authorisations may be submitted by hand, email, or other verifiable means. In emergencies, verbal authorisation may be accepted, and families must be contacted as soon as practicable.

## Managing Authorisations:

Authorisations are securely stored in the child's enrolment file or the relevant activity folder. Children are not permitted to leave the service without verified authorisation. Year 6 students may walk independently between school sites only when families provide signed authorisation and the service determines it is appropriate based on the child's behaviour.

In medical emergencies, including asthma attacks or anaphylaxis, staff may administer medication without prior authorisation, and families and emergency services must be notified as soon as practicable.

## Responsibilities:

Families are responsible for providing timely, accurate, written authorisations and for updating the list of authorised persons as required. The service does not accept responsibility for late or incorrect authorisations.

Staff are responsible for obtaining, verifying, and safely storing authorisations and for ensuring children are released only in accordance with these authorisations.

The Nominated Supervisor oversees overall compliance with this policy and exercises discretion where necessary, ensuring that the safety and wellbeing of children remain the highest priority.

| Version | Action                                                                                                                     | Date                            |
|---------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| V.1     | Last revision                                                                                                              | 24 <sup>th</sup> September 2020 |
| V.1.2   | Minor edits in language and grammar, structural changes to improve readability, added clearer references to other policies | 3rd November 2025               |
| V1.2    | PMC Approved                                                                                                               | 1 <sup>st</sup> December 2025   |