

# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

## POLICY

### PURPOSE

Village Early Education is committed to ensuring that decisions affecting children are made with appropriate authority and with the safety, rights and best interests of each child as the paramount consideration.

This policy establishes the requirements for obtaining, accepting, recording and refusing authorisations from parents, guardians and authorised nominees in accordance with the Education and Care Services National Law and Regulations.

### AUTHORISATION REQUIREMENTS

Village Early Education will obtain authorisation where required by legislation, the child's enrolment arrangements or Village Early Education policies and procedures.

Authorisation may be required in relation to:

- administration of medication
- medical treatment and transportation by ambulance
- collection of a child from the service
- excursions and regular outings
- transportation of children
- photographs, images, videos and other digital documentation of children
- other activities or circumstances where parental or authorised nominee consent is required.

### WHO MAY PROVIDE AUTHORISATION

An authorisation must be provided by a person who has legal authority to provide the relevant consent. Depending on the type of authorisation, this may include:

- a parent or guardian of the child
- an authorised nominee recorded in the child's enrolment record

The person providing the authorisation must have the appropriate authority for the matter being authorised. An authorised nominee may only provide authorisation within the authority recorded for them in the child's enrolment record.

Families must advise the service promptly of any changes to authorised nominees or the authority granted to them.

## ENROLMENT AUTHORISATIONS

The child's enrolment record must identify the persons authorised to:

- consent to medical treatment for the child
- consent to transportation of the child by ambulance
- authorise the service to transport the child where applicable
- authorise regular outings where applicable
- collect the child from the service
- provide other authorisations permitted by legislation.

Required authorisations must be completed before a child commences care or before the relevant activity or arrangement occurs.

Changes to authorised persons must be updated in the child's enrolment record as soon as the service is notified.

## COLLECTION OF CHILDREN

A child may only leave the service:

- with a parent or authorised nominee recorded in the child's enrolment record
- with another person who has been appropriately authorised in accordance with the National Regulations
- as part of an authorised excursion or transportation arrangement
- where otherwise permitted in an emergency or under legislation.

Where the identity or authority of a person collecting a child cannot be confirmed, the child must not be released until appropriate verification has occurred.

Where a person authorised to collect a child appears unable to safely care for the child or their collection would present a risk to the child, other children or staff, the service will act in accordance with the Delivery of Children to from Premises Policy.

## MEDICAL AND EMERGENCY MEDICAL TREATMENT

Medication will only be administered where the required authorisation has been provided in accordance with the Administration of Medication Policy and applicable National Regulations.

An exception applies where medication is required in an anaphylaxis or asthma emergency in circumstances permitted under the National Regulations.

Where emergency medical assistance is required, the service may seek medical treatment, ambulance attendance or transportation as permitted under the National Regulations and the child's enrolment authorisations. Parents or guardians will be notified as soon as practicable.

## EXCURSIONS, REGULAR OUTINGS AND TRANSPORTATION

Children will only participate in excursions, regular outings or transportation where the required written authorisation has been obtained in accordance with the National Regulations and the relevant Village Early Education policy.

Authorisation must be obtained before the child participates.

Where legislation permits an authorisation for a regular outing or regular transportation to remain in place for a specified period, a new authorisation must be obtained when required by legislation or where circumstances relevant to the authorisation change.

## IMAGES, VIDEOS AND DIGITAL DOCUMENTATION

Images, videos or other digital documentation of children must only be taken, used, stored or disclosed where the required parent or guardian authorisation has been obtained and in accordance with the Safe Use of Digital Technologies and Online Environments Policy.

Families may withdraw an authorisation in accordance with the relevant policy and service arrangements. The service must ensure any withdrawal is recorded and acted upon.

## REFUSAL OF AUTHORISATIONS

Village Early Education will refuse or not act upon an authorisation where:

- the person providing the authorisation does not have authority to do so
- the authorisation is incomplete, unclear or incorrectly completed
- required information has not been provided
- the authorisation does not comply with the Education and Care Services National Law or Regulations
- the authorisation is inconsistent with a court order, parenting order or other legal requirement
- acting on the authorisation would breach a Village Early Education policy or procedure
- acting on the authorisation would place a child or another person at an unacceptable risk of harm
- the authorisation is no longer current or applicable to the circumstances.

Where an authorisation is incomplete or can be corrected, the family will be advised of the issue and provided an opportunity to provide a valid authorisation.

A child must not participate in an activity requiring authorisation until a valid authorisation has been received.

Where an authorisation is refused, the service will maintain an appropriate record of:

- the authorisation requested or provided
- the reason it was refused
- any action taken by the service
- any alternative arrangements made with the family.

## CONTINUOUS IMPROVEMENT/REFLECTION

The *Acceptance and Refusal of Authorisations Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY |                                   |                                                                                                                                                                                              |
|----------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2                                          | Safety                            | Each child is protected.                                                                                                                                                                     |
| 2.2.1                                        | Supervision                       | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                                                            |
| 2.2.2                                        | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.                                                    |
| 2.2.3                                        | Child Safety and Protection       | Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect. |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP    |                                   |                                                                                                                                                                                              |
| 7.1                                          | Governance                        | Governance supports the operation of a quality service that is child safe                                                                                                                    |
| 7.1.2                                        | Management systems                | Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.                                                               |

## EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

|        |                                                                       |
|--------|-----------------------------------------------------------------------|
| S. 2A  | Paramount consideration—safety, rights and best interests of children |
| S. 165 | Offence to inadequately supervise children                            |
| S. 167 | Offence relating to protection of children from harm and hazards      |
| S. 175 | Offence relating to requirement to keep enrolment and other documents |
| 92     | Medication record                                                     |

|      |                                                                                       |
|------|---------------------------------------------------------------------------------------|
| 93   | Administration of medication                                                          |
| 94   | Exception to authorisation requirement- anaphylaxis or asthma emergency               |
| 99   | Children leaving the education and care service                                       |
| 102  | Authorisation for excursions                                                          |
| 102C | Conduct a risk assessment for transporting children by the education and care service |
| 102D | Authorisation for service to transport children                                       |
| 157  | Access for parents                                                                    |
| 160  | Child enrolment records to be kept by approved provider                               |
| 161  | Authorisation to be kept in enrolment record                                          |
| 168  | Education and care services must have policies and procedures                         |
| 170  | Policies and procedures must be followed                                              |
| 171  | Policies and procedures to be kept available                                          |
| 172  | Notification of change to policies and procedures                                     |

## SOURCES

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. [Acceptance and refusal of authorisations.](#)

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Early Childhood Australia. (2016). *Code of Ethics*.

[Education and Care Services National Law Act 2010.](#)

[Education and Care Services National Regulations.](#) (Amended 2025)

## REVIEW

|                    |                                                                         |                  |               |
|--------------------|-------------------------------------------------------------------------|------------------|---------------|
| POLICY REVIEWED BY | Kelsey Pearce                                                           |                  |               |
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