



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

(required regulation)

Policy Statement

At our service, the best interests of the child are our first and foremost consideration in all decisions and actions.

We are committed to:

- * Prioritising children's safety, wellbeing, and dignity at all times
- * Ensuring children are at the centre of all decisions about programs, environments, and routines.
- * Making choices based on what is best for children, even when other priorities exist.
- * Creating a safe, inclusive, and supportive environment for every child.

This principle applies to all staff, volunteers, and decisions within our service, every day.

To ensure the safety, security, and wellbeing of our children New Lambton District OOSH (NLDOOSH) requires a number of authorisations. The Education and Care Services National Regulations require authorisation for medications (regulation 93), the collection of children (Regulation 99), excursions (regulation 102) and providing access to personal records (regulation part 4.7).

In addition to these, NLDOOSH requires an authorisation for children attending an extra-curricular activity during the time they are booked into our services. This policy outlines what constitutes a valid authorisation and what does not and may therefore result in a refusal.

Procedures

- a. The Nominated Supervisor, or the person in day-to-day charge of the service, will:
 - ensure documentation relating to authorisation (permission) from families contains:
 - the name of the child enrolled in the service.
 - the date.
 - signature of the child's parent/ guardian or nominated person as per the enrolment form.
 - the approximate time the child will return to the service (if applicable).

- keep these authorisations on the child's enrolment record and apply them to the collection of children, administration of medication, excursions, access to records and permission for extracurricular activities.
 - ensure the child is not permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
 - ensure children are not permitted to sign themselves out or leave the service without an authorised person unless written authorisation has been given.
 - obtain written authorisation, if a person other than the parents/ guardian or other nominated person cannot collect the child.
 - exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
 - waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered.
- b. In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. This would be relevant in situations where there has been an emergency situation and no one from the child's authorised list is able to collect the child. An email or text message is suitable as written authorisation.

Considerations

Name	Reference
Education and Care Services National Law and Regulations	S165, 167, 170, 171 R93, 99, 102, 123, 150, 160, 168
National Quality Standard	2.1.2, 2.2.1, 7
Other NLDOOSH policies/ documentation	• Medication Policy • Excursion Policy • Enrolment Terms and Conditions • Child Protection Policy • Delivery and Collection of Children Policy • Providing a Child Safe Environment
Other	<i>My Time, Our Place – Framework for School Age Care in Australia</i> , Council of Australian Governments 2011

	Service Newsletters/Parent Notices Enrollment Forms Attendance Records Medication Authorisation Records
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Policy status

Policy developed	June 2012
Last reviewed	June 2026
Due for review	December 2027
Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties