

Acceptance and Refusal of Authorisations Policy and Procedure

Title:	Acceptance and Refusal of Authorisation Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	March 2016
NQF Reference:	National Law section 44, 117, 162, 170(5); Regulation 54, 93, 99 - 102, 118, 161,168 NQS 2, 7		

Policy

Where required under the *Education and Care Services National Law* or the *Education and Care Services Regulations* Blackmans Bay Childrens Services will ensure the appropriate acceptance and refusal of authorisations are obtained and implemented.

Procedure

Authorisations will only be accepted by a person(s) authorised to do so and named on the child's enrolment record. Authorisations give consent to the approved provider, nominated supervisor or an educator.

Authorisations required by Blackmans Bay Childrens Services may include, but are not limited to:

- The administration of medication to a child (or support a child to self-administer medication);
- Seek appropriate medical treatment for a child from a registered medical practitioner, hospital or ambulance service;
- Transport a child by an ambulance service;
- Allow a children to leave the service premises (in line with regulation 99);
- Take a child on a regular outing (in line with regulation 102);
- Engage in an excursion, including the proposed experience/activity of the excursion;
- Who the service may notify in case of an emergency involving the child;
- Who may collect a child from the service;
- Who and in what circumstances photographs or other media may be taken or used of a child;
- Allow the child to engage in the use of technology. This may include computers, television, DVD player, electronic game consoles (see Technology Use Policy and Procedure);
- The designation, in writing, of a suitably qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of the educational program at the service as the educational leader;
- Where the responsible person at the service is a certified supervisor placed in day to day charge of the education and care service, the certified supervisor must be designated the role by the approved provider or the nominated supervisor and accept the designation in writing (regulation 54);
- Where a certified supervisor is nominated to be the nominated supervisor, the nomination must be accept the nomination in writing.

Acceptance for authorisation will not be valid from an individual identified in a court order, parenting order or parenting plan.

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Links to other policies or documents

- Delivery and Collection of Children Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Excursion Policy and Procedure
- Medical Conditions Policy and Procedure
- Technology Use Policy and Procedure
- Water Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*