

## 7.3 (a) Acceptance and Refusal of Authorisations

<b>Policy number:</b> 7.3(a)
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<b>Reviewed by:</b> Childcare Team

National Quality Standards Early Childhood Education & Care	2.2.3 Child protection
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### Purpose

Beaucare Family Day Care has a commitment to ensure the safety of children at all times.

Individual policies within the policy manual contain instances where authorizations are required; for example, the medication policy, the self-administration of medication policy, signing children in and out of care policy, excursions policy. This policy outlines why an authorization may be refused.

### PROCEDURE

- An authorization may be refused where it is considered it may not be safe to act under the instruction of the authorization, for instance:
  - Where someone who has not been listed as an authorized person asks an educator to administer medication.
  - Where an educator is asked to administer medication to a child that is not in accordance with the requirements of regulation 95 such as, being administered from its original container.
  - Where a child has been authorized to self-administer medication, but the educators does not consider the child capable of accurately self-administering the medication.
  - Where a parent or any other authorized nominee or person as listed in regulation 99 does not appear to be fit to take care of the child e.g. the adult is alcohol or drug impaired.
  - Where there is no authorization for a person to collect the child from care on the enrolment or by direct email from the parent.
  - Outings and excursions will not occur if permissions have not been signed by an authorized person.
  - Where an authorization does not appear to have been signed by a person authorized to sign.
  - If there is a significant event of external danger or harm that has been assessed with high risk and that the service is the safer environment to be- weather disaster, bomb threat, external violence viewed as threatening.
  - If the educator or service has been advised to be in lockdown the service would remain in lock down until emergency services advised further.
  - If a child has arrived to collect another child - Beaucare policy is for a child to be collected by an adult.
- Recording refusal/s of authorization
- If an authorization is refused by the service, it is best practice to document:
  - The details of the authorization
  - Why the authorization was refused.
  - Actions taken by the educator (i.e. if the educator refused an authorized nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, what action was taken to ensure that the child was collected)

Any refusal of an authorization by the educator must be made in agreement with the Manager of the service, if the Manager is unavailable, then a coordinator.

Relevant Legislation

Education and Care Services National Law Act 2010- Section 167

Education and Care Services National Regulations 2011, 99, 96, 102, 161