2.03. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 2 | VERSION 6.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Futhermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record.
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

Policy Statement

Wyndham City's Early Education and Care Services (EECS) is committed to:

- ensuring the safety and wellbeing of all children attending the service.
- meeting its duty of care obligations under the law.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Education and Care Services.

2.03. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 1 | VERSION 6.0

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure parents/guardians are provided access to all service policies.	✓	✓	✓		
Ensure all staff and parents/guardians follow the policies and procedures of the service.	✓	✓	✓	✓	
Ensure the authorisations are kept up to date.	✓	✓		✓	
Ensure all parents/guardians have completed the ***authorised nominee*** section of their child's ***enrolment form***, including: – administering medication. – authorisation for seeking medical treatment. – authorisation for collecting the child. – authorisation for transportation of the child by an ambulance service. authorisation for the transportation.	✓	✓	✓		
Ensure the ***authorised nominee*** section of the child's ***enrolment form*** is signed and dated before the child commences at the service.	✓	✓	✓		
Ensure that permission forms for ***excursions*** and ***regular outings*** are provided to the parent/guardian or authorised nominee **prior** to the excursion.	✓	✓	✓		
Ensure ECT/educators/staff allow a child to participate in an ***excursion*** or ***regular outings*** only with the written authorisation of a parent/guardian or ***authorised nominee*** including details required under ***Regulation 102(4)(5), 161.***	✓	✓	✓		
Ensure that where children require medication to be administered by ECT/educators/staff, this is authorised in writing, signed, and dated by a parent/guardian or authorised nominee, and included with the child's ***medication record.***	✓	✓	✓		
Ensure ECT/educators/staff do not administer medication without the authorisation of a parent/guardian or ***authorised nominee***, except in the case of an emergency, including an asthma or anaphylaxis emergency.	✓	✓	✓		
Ensure an ***attendance record*** is maintained to account for all children attending the service.	✓	✓	✓		
Keep a written record of all visitors to the service, including time of arrival and departure.	✓	✓	✓		
Ensure the ***Area Leader*** is informed when a written authorisation does not meet the requirements outlined in service policies.	✓	✓	✓		
Ensure children depart from the service only with a person who is the parent/guardian or ***authorised nominee***, or with the written authorisation of one of these, except in the case of a medical or other emergency.	✓	✓	✓		
Ensure the service is aware of any contact orders prohibiting an adult from contacting an enrolled child and keeping a copy of the court orders with the child's ***enrolment record***.	✓	✓	✓		

2.03. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 1 | VERSION 6.0

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure processes are in place for when there is a need to refuse authorisations. For example: – where the service is asked to administer medication that is not in its original container. the parent/guardian or authorised nominee, does not appear to be fit to take the child when they leave the service.	✓	✓			
Ensure processes are in place if an ***inappropriate person*** attempts to collect a child from the service.	✓	✓			
Ensure processes are in place for dealing with a written authorisation that does not meet the requirements outlined in service policies.	✓	✓	✓		
Complete and sign the ***authorised nominee*** section of their child's ***enrolment form*** before their child commences at the service.				✓	
Sign and date permission forms for excursions prior to date of excursion.				✓	
Sign the ***attendance record*** as their child arrives at and departs from the service.				✓	
Provide written authorisation where children require medication to be administered by educators/staff, and sign and date it for inclusion in the child's ***medication record***.				✓	
Be familiar with circumstances where authorisations may be refused/not applicable.				✓	

Definitions

The terms defined in this section relate specifically to this policy:

Authorised nominee: A person who has been given permission by a parent or guardian to collect the child from the service.

Medication record: A record that must contain details relating to the child's information, signed authorisation to administer medication, and a record of medication administered.

Enrolment record: A record that must contain details relating to the child, authorisations given by parents/guardians, court orders, parenting orders or plans and related legal documents.

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for them to be on the premises e.g., a person under the influence of drugs or alcohol.

Excursions: Outings organised by a service to a destination outside the service.

Regular outings: A walk, drive, or trip to and from a destination that the service visits regularly as part of the educational program, and where the circumstances of the relevant risk assessment remain the same for each outing.

2.03. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

QUALITY AREA 1 | VERSION 6.0

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children's Health and Safety

Related Appendices & Documents

- Process 2.3.1: Refusing an Authorisation

Related Policies

- Administration of First Aid
- Administration of Medication
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Emergency and Evacuations
- Enrolment and Orientation
- Excursions and Service Events
- Governance and Management of the Service
- Incident, Injury, Trauma, and Illness
- Nutrition, Oral Health, and Active Play
- Providing a Child Safe Environment
- Safe Transport and Road Safety Education

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2340455	Minor Changes - wording	20/11/2018	KK 22/01/2019	2021
4	A3850328	Change to location of policy. Moved from QA7 to QA2. Addition of Commitment to Child Safe Standards. Addition of Legislation	29/09/2022	TP	2025
5	A4669225	Update to new format	Oct, 2023	TP	Oct, 2026
6	A4669225	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page Added related process.	20/06/2025	TP	Oct, 2026