



Family Authorisation Policy

Covers

→ The Acceptance and Refusal of Authorisations Procedure

Intention

Nurturing Family Day Care Scheme acknowledges that there are specific circumstances that require parent or guardian authorisations/permissions, and this is to ensure that the best quality of education and care can take place and that families are aware and have granted permission for set events.

Overview

This policy, and all policies and procedures that are associated with the Family Authorisation Policy, are implemented at all registered residences and venues by educators, staff and families who are allied with the scheme.

This comprises of -

- The circumstances that require parent or guardian authorisation.
- What happens when authorisations are incomplete or have been refused.

The approved provider of the service will ensure -

- That the parent/s or guardian/s authorising any documentation have the legal right to do so.
- That all the required documentation is completed before the authorisation can take place in the education and care setting.
- That any incomplete documentation or authorisation is returned immediately to the parent or guardian to be completed to the extent that is required.
- That any refusal to authorise by a parent or guardian is discussed with them to ensure that they are aware of the implications to their child/ren while at the registered residence or approved venue.
- That without the complete documentation stipulated and the authorisation signed by the parent or guardian the child/ren will be unable to receive the corresponding education and care.
- That written authorisation from a parent or guardian is obtained before sharing any information regarding their child/ren to an agency outside of Nurturing Family Day Care Scheme.
- If the service approval of Nurturing Family Day Care Scheme is to be transferred to a new approved provider, family authorisation will be required for child/ren's records.

The Acceptance and Refusal of Authorisations Procedure

The approved provider works within the National Law and Regulations and as such require under the following situations parent or guardian authorisations for the corresponding circumstances to occur.



To ensure that children are protected during the collection from Nurturing Family Day Care Scheme and its associated personnel, the below will be implemented -

- Parent/s or guardian/s will list the child/s full name on the child's enrolment form.
- Parent/s or guardian/s will list their full name and current contact details on the child's enrolment form.
- Parent/s or guardian/s will list the full name, current contact details and relationship to the child/ren of all individuals who they state are able to collect the child/ren on their behalf (authorised to collect) on the child's enrolment form.
- Parent/s or guardian/s will sign and date the Declaration to be used with Fully Booked Enrolment Form.
- Parent/s or guardian/s will update all contact information to ensure that it remains current using the family portal on Fully Booked.
- If a person is not listed, the parent/s or guardian/s will be contacted to request written permission for this to occur.
- Photo ID is required the first time an individual arrives to a registered residence or approved venue to ensure that their information can be compared to that on the family's enrolment or written permission.
- Without the correct authorisation a child will not be able to be left in the education and care setting or be collected by any personnel that has not been granted authorisation.
- Parent/s or guardian/s will indicate the photo permissions granted for the scheme and for individual educators in the enrolment form or on the declaration form.

A family day care educator must not prevent a parent of a child being educated and cared for by the educator as part of a family day care service from entering the family day care residence or approved family day care venue at any time that the child is being educated and cared for by the educator, and this is enforced by the approved provider and nominated supervisor.

A parent or guardian may enter a registered residence or approved venue at any time their child is being educated and cared for except -

- When allowing the person to enter would pose a safety risk to any individual at the premise.
- When allowing the person to enter would breach the duty of care of an individual associated with the scheme as listed in the National Law and Regulations.
- When allowing the person to enter would contradict a current court order that is stored in the child's folder.

To ensure that children requiring medical treatment are protected, the below will be implemented -

- Parent/s or guardian/s will list the child/s full name on the child's family enrolment form.
- Parent/s or guardian/s will list their full name and current contact details on the child's family enrolment form.
- Parent/s or guardian/s will list their doctor or medical centre's full name and current contact details on the child's family enrolment form.
- Parent/s or guardian/s will list the child/s Medicare number and position (if applicable) on the child's family enrolment form.
- Parent/s or guardian/s will sign and date the child's declaration form.



- Parent/s or guardian/s will update all contact information to ensure that it remains current using the parent portal on Fully Booked.
- Parent/s or guardian/s agree that Nurturing Family Day Care Scheme and/or their educators are able to seek medical treatment from a medical practitioner and/or call an ambulance for transportation to a hospital in the case of an emergency. This also includes the sharing of information regarding the child/ren requiring medical attention to medical personnel.
- Parent/s or guardian/s acknowledge and agree that life-saving medication may be given to the child/ren in certain emergencies (asthma, anaphylaxis, diabetic, etc.). While attempts to notify the parent/s or guardian/s and/or the emergency contacts will be made prior if the situation allows, they understand that the health and safety of the child/ren comes first.
- The above statement, contained within the child/s declaration form, is to be signed and dated by the parent/s or guardian/s who has the right to authorise this permission and complete this form.
- Without the correct authorisation a child may not be able to be receive the medical treatment required and may place their health and safety at risk.

To ensure that children requiring medication are safe during its administration, the below will be implemented

- Parent/s or guardian/s will complete all required information on the Administering Medication Form, including (but not limited to) –
 - The child's full name
 - The authorisation to administer medication, signed by a parent/s or guardian/s in the child's enrolment record as authorised to consent to administration of medication.
 - The name of the medication to be administered.
 - The time and date medication is to be administered.
 - The dosage (amount) of medication to be administered.
 - The date the Administering Medication Form was completed, permission granted and parent/s or guardian/s signed this document.
- Without the correct authorisation a child will not be able to receive medication (with the exception of asthma, anaphylaxis, diabetic, etc.) while at the registered residence or approved venue.

To ensure that children only leave the registered residence or approved venue with authorisation, the below will be implemented –

- Parent/s or guardian/s will authorise with their signature all required information on the Regular Excursion Form (as well as provide confirmation before each excursion) or on the Non-Regular Excursion Form. Parent/s or guardian/s can nominate on the family enrolment form an individual who is authorised to authorise on their behalf.
- This information from the family day care educator will include -
 - The name of the child.
 - The date of the excursion.
 - The reason for the excursion.
 - The proposed destination for the excursion.
 - The method of transport to be used.
 - The activities to be undertaken by the child during the excursion.
 - The period the child will be away from the registered residence or approved venue.
 - The number of children to be attending the excursion.



- The number of adults attending (must remain within the set FDC ratio limits).
- That a risk assessment has been prepared and is available to view.
- The name of the parent or guardian providing authorisation.
- The signature of the person providing authorisation and the date.
- Without the correct authorisation a child will not be able to leave the registered residence or approved venue.

Nurturing Family Day Care Schemes requires that all forms (including documentation that is updating information) be forwarded to the approved provider, where they will be checked to ensure that parental or guardian permission is correct, meets the above procedure and is only authorised by those that are legally in a position to do so.

Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- **Section 3, Objectives and guiding principles**
- **Sections 165, Offence to inadequately supervise children.**
- **Section 167 (protection from harm and hazards), Compliance directions**
- **Section 175, Offence relating to requirement to keep enrolment and other documents.**
- **Reg 90, Medical record.**
- **Reg 91, Medical conditions policy to be provided to parents.**
- **Reg 92, Medication record.**
- **Reg 93, Administration of medication.**
- **Reg 94, Exception to authorisation requirement – anaphylaxis or asthma emergency.**
- **Reg 95, Procedure for administration of medication.**
- **Reg 96, Self-administration of medication.**
- **Reg 99, Children leaving the education and care service.**
- **Reg 102, Authorisation for excursions.**
- **Reg 161, Authorisations to be kept in enrolment record.**
- **Reg 162, Health information to be kept in enrolment record.**
- **Reg 168, Education and care services must have policies and procedures.**
- **Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.**
- **Reg 181, Confidentiality of records kept by approved provider.**
- **Reg 182, Confidentiality of records kept by family day care educator.**
- **Reg 183, Storage of records and other documents.**
- **Reg 184, Storage of records after service approval transferred.**

National Quality Standard (Updated February 2017)

- **2.1, Each child's health and physical activity is supported and promoted**
- **2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.**
- **2.2, Each child is protected.**
- **2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.**
- **6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.**



- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.

Early Years Learning Framework

ACECQA

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

March 2018

July 2018

July 2019

May 2020

May 2021

May 2022

May 2023

May 2024

Next review: May 2025