

# ECEC POLICY

<b>Refusal and Acceptance of Authorisation Policy</b>	Document No:	92, 94, 99, 102, 168 2 (m)
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	Approved By:	Family Services Manager
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Responsible Officer: <b>Early Childhood Coordinator</b>	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

## 1. PURPOSE

The City of Greater Geelong Early Childhood Education and Care (ECEC) services will obtain authorisation from all parents and authorised nominees for the following:

- a. Administering medication to children (regulation 92)
- b. Children leaving the premises in the care of someone other than their parent (regulation 99)  
***A child may only leave the service in the circumstances that the child requires medical, hospital or ambulance treatment or there is an emergency.***
- c. Children being taken on excursions (regulation 102)

## 2. SCOPE

### ALL SERVICES:

This policy for authorisation ensures children are safe when being educated and cared for and assists educators to be confident in meeting legal obligations as set out in the Education and Care National Law Act 2010. The policy assists staff and parents to understand what is required in relation to accepting or refusing authorisation.

## 3. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standard
- Child Safe Standards 2022 2,4,5,6,9,11

## 4. ECEC POLICY

### ALL SERVICES:

All parents accessing the City of Greater Geelong's ECEC services are required to comply with all Service policies and procedures, as well as have the rights to authorise or refuse authorisation in relation to policies listed here:

- Regular Outings and Excursions Policy
- Delivery and Collection of Children Policy
- Medical Conditions Policy
- Administration of Medication Policy
- Sharing of information requested by parties who are not a legal guardian living with the child

Each Service will assess each child's Enrolment Record prior to children commencing care to ensure parents have nominated authorised nominees in relation to:

- Notification of an emergency contact (authorised nominee) involving the child if the parents/guardians are not contactable.
- Providing consent to medical treatment or authorising the administration of medication to a child/ren.
- Taking the child outside the Service for the purposes of regular or non-regular excursions.
- Collecting the child/ren from the service.

All Authorisations must be kept with the Enrolment Record. If parents wish to add additional authorised nominees to their list or give consent to share information with parties who are not legal guardian living with the child, a written record of consent must be attached and stored with the Enrolment Record.

- When authorisation has not been received in writing for the collection of a child; telephone consent may be sought by staff from the parent. A written/email authorisation must be provided as soon as possible after the verbal consent is given.
- Photo ID must be presented by the person (identified by the parent in the email or telephone conversation) collecting the child from the Service.
- A copy of the ID will be kept until the parent completes the written authorisation.
- In the case of an unauthorised person arriving to collect the child, educators will contact the parents immediately to discuss and receive authorisation. Educators also liaise with DE and Victoria Police where necessary in this instance. (*See Service Handbook for procedure.*)

*Refusal of acceptance of authorisation may be waived where a child requires emergency medical treatment, e.g. asthma, anaphylaxis. The Service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered. For emergencies medical assistance call 000 immediately.*

## 5. QUALITY RECORDS

See City of Greater Geelong ECEC Educator Handbook. **ECEC TEAM APP.**

## 6. ATTACHMENTS

- QuikKids online enrolment form.
- Enrolment Form – paper copy.
- Additional Authorised Nominees Forms.