

RATIONALE: As part of a families enrolment with FCC Children and Family Services, each family has the opportunity to advise services of their acceptance and refusal of authorisation. This policy is developed to ensure full compliance with the Education and Care Services National Regulations whilst ensuring that each families permission is obtained and their requests implemented at all times.

BACKGROUND

In accordance with the National Regulations and Law each Children’s Service requires written authorisation from families for a variety of actions including collection of children, medication and excursions. Initially families will have the opportunity for acceptance or refusal of these plus additional authorisations through the enrolment process and completion of the Hubworks Enrolment Form. Families have the ability to change their preference for authorisations at any stage by discussing it with the Service Director and providing the service with written documentation.

OBJECTIVES

- For families authorisations to be recorded and implemented
- For all services to act in accordance with authorisations provided by families
- For services to ensure all authorisations obtained from families remains in the child’s enrolment file and communicated to educators accordingly

PROCEDURES

- Upon enrolment the Centre Director/FDC Team member must ensure the Hubworks Enrolment Form is discussed with families and that families are aware of the authorisations they are providing in this form and that they are given the opportunity to refuse authorisation
- If a family chooses to refuse authorisation for any component of the Hubworks Enrolment Form then a note must be made advising this so that it does not appear to be ‘missed’
- The Centre Director/FDC Team will discuss with families upon enrolment that as other authorisations are required individual permission will be obtained
- Families will be made aware during the enrolment process that the requirement to comply with this regulation will be waived if their child requires emergency medical care
- Authorisation will be obtained from families prior to the administer of any medication
- Authorisation will be obtained from families prior to children participating in excursions
- Individual processes will be documented and implemented (where required) within services for any refusal of authorisation. Any actions or individual refusals will be documented on a QMF-CS019 Record of Incident

KEY RESPONSIBILITIES

Centre Director/FDC Team Member

- Ensure all components of the Hubworks Enrolment Form are discussed with families
- Ensure individual permission is obtained from families and filed in the child’s enrolment file as events arise. This may include but is not limited to excursions, medication administration, use of photographs and media
- Ensure educators are made aware of any child whose family has refused authorisation of any event / situation and any individual requirements are documented on a QMF-CS-019 Record of Incident and filed in the child’s file and save on Objective
- Create an acceptance and refusal of authorisations folder which is to be kept in the same location as the children’s files (in a locked cabinet)
- Ensure all refusal of authorisations are documented in the folder for educators to review when applicable and ensure they are reviewed regularly by educators
- Seek updates of acceptance and refusal of authorisations on an annual basis from families
- Reflect on emergency procedures on the site Emergency Evacuation Risk Assessment

Educator

- Ensure you are aware of children in the service who may have refusal of authorisation for any event/ situation and refer to any documentation as required

- When acceptance of authorisation is being obtained ensure that families understand what they are authorising through discussions and clarification

Families

- Ensure the Centre Director, FDC team member and educators are made aware if you would like to refuse any authorisations
- Seek clarification and information if you are unsure what you are providing authorisation for
- Advise the service if your authorisations change

RELATED POLICIES/ PROCEDURES/ GUIDELINES

Appendix:

- Hubworks Enrolment Form
- QMF-CS-019 Record of Incident
- FCC Communications Photographic Image Parent Permission Form
- FCC Communications Photographic Image Permission Form

RELEVANT LEGISLATION

Relevant National Regulations:

Part 4.7 – Leadership and Service Management	
Subdivision One	Attendance and Enrolment Records Regulations 160-162
Division Two	Policies and Procedures Regulation 168
Subdivision Two	Prescribed Records Regulation 177
Subdivision Four	Confidentiality and Storage of Records Regulation 181-184

Relevant National Quality Standards:

Standard 2.1	Adequate Supervision
Standard 2.4	Child Protection
Standard 7.1	POLICIES AND PROCEDURES

References & Related Websites:

Education and Care Service National Regulation (2020). Retrieved January 2011, from NSW Government Legislation Website, <https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#statusinformation>

Children (Education and Care Services National Law Application) Act 2010 No104. Retrieved January 2011, from NSW Government Legislation Website, <https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-104a>

STAKEHOLDERS

This document applies to all Children and Family Services Managers and Coordinators, Centre Directors, Nominated Supervisors, Family Day Care staff, FDC Educators, Early Childhood Teachers, Child Care Workers, Child Care Assistants, Cooks, and Administrators. Stakeholders also encompass Family Members and their Child/ren, Community Professionals (Health and Safety), who attend services.

VARIATION

Fairfield City Council Children and Family Services Management reserve the right to cease, modify or vary this policy and will do so in accordance with Council’s and other regulations through established consultation processes.

REVIEW DATE

5 yearly as required by legislation or when a change to governing legislation occurs, whichever sooner.

Quality Management – Children And Family Services

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**Acceptance and Refusal of Authorisations
Policy**