



# Acceptance & Refusal of Authorisations Policy

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## Aim

We aim to provide the optimum level of care to our children and ensure that everything we do complies with legislation and governing directives. As such we ensure that all practices have been authorised accordingly. We also have the right to refuse authorisations that breach regulatory requirements.

## Implementation

Authorisations may be required by families throughout their enrolment at Sutherland Presbyterian Church Preschool. We uphold the right to accept or refuse any of these authorisations based on whether they meet the criteria documented in our policies, an overarching legislative requirement, or best practice guidelines. Such authorisations include (but are not limited to):

- Medication forms
- Excursions permission slips
- Authorised persons identified during enrolment to collect children from care
- Authorised persons identified during enrolment to give permission for excursions
- Authorised persons identified during enrolment to give permission to change child's attendance pattern including enrolled and casual days.
- Authorised persons identified during enrolment to give permission for medical attention
- Notification of those who cannot collect children from care
- Transportation of children authorisations where applicable
- Permission for children's photographs and how these will be used

Authorisations will be stored safely and in the location stated within the regulations, such as 161, or within organisational policies and procedures.

## Procedures

Upon receipt of a written authorisation we will compare the name of the child on the form and the details provided with those which we hold on file. If any information is missing or has been documented incorrectly then this may lead to a refusal.

For specific documentation required for an acceptance please refer to individual policies.

For persons granted authorisation to collect the child, if they cannot produce photo ID with their name and address, to be compared with the information on record, they may be refused collection.

No parent can be prevented access to their child without a court order, written requests from the family are not sufficient to prevent access.

Verbal authorisations will not be permitted except in the case of emergency medication authorisation. This is a duplicate authorisation supporting what has already been obtained during the enrolment period and will still need to be signed off against upon collection of the child by the authorised person.



## Sutherland Presbyterian Church Preschool

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By enrolling in the preschool this is an acceptance of our policies, procedures and compliance requirements. Where the behaviour of an individual has the potential to, or has been shown to, negatively impact the safety and wellbeing of any employee, visitor, family member or child associated with SPCP this may provide grounds for enrolment to be terminated. This includes, but is not limited to:

- Abusive behaviour - verbally, physically, emotionally or otherwise will not be tolerated. We offer a safe space for all of our SPCP community and this needs to be maintained. We are also mandatory reporters so any abusive behaviour towards children will be reported.
- An unwillingness to follow policies and procedures once these have been clearly communicated and understood including fee payment, late collection of children, medical conditions and illnesses.

### Source

Education and Care Services National Regulations

### Compliance evidence

Education and Care Services National Regulations (2025) 88, 92, 93, 94, 99, 102, 102AAC, 102D, 157, 160, 161, 168, 181

National Quality Standard 2.2, 7.1

Supports Child Safe Standards: 1, 3, 5, 8, 10

### Document Control

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Approved by: Lisa Collins (Director)/ Barbara Black (Preschool Management Committee).