



## Sutherland Presbyterian Church Preschool

### Prescribed Information to Be Displayed Procedure

Information will be checked on a regular basis and signed off to ensure that the compliance requirements are being met.

Information on display		
Item to check	Outcome	Comments/notes
Approved Provider details – name, provider approval number, any conditions on the approval – Reg 173(1)a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Service approval details – name of service, service approval number, any conditions on the approval – Reg 173(1)b	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The name of each nominated supervisor – Reg 173(1)c	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Service rating information certificate as provided by the regulatory authority – Current levels for each quality area and overall outcome – Reg 173(1)d, 173(3)a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any current service waivers or temporary waivers in place and the details of these including what has been waived, their duration and if permanent or temporary – Reg 173(1)e	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hours and days of operation – Reg 173(2)a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and telephone number of person to address complaints to – Reg 173(2)b	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and position of responsible person in charge of the service at any given time – Reg 173(2)c	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of the educational leader at the service – Reg 173(2)d	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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Contact details of the regulatory authority – Reg 173(2)e	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A notice stating a child who is at the service has been diagnosed at risk of anaphylaxis (if applicable) – Reg 173(2)f	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A notice stating there has been an case of an infectious disease at the service (if applicable) – Reg 173(2)g	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Date:

Name checked by:

Signature:

### Compliance evidence

Education and Care Services National Regulations (2023) 173

National Quality Standard 7.1

Supports Child Safe Standards: 1, 8, 10



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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 on an overarching legislative 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



### 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.

### Source

Education and Care Services National Regulations

### Compliance evidence

Education and Care Services National Regulations (2018) 92, 99, 157, 168  
National Quality Standard 2.2, 7.2

### Document Control

Date of last review: April 2016

Date of current review: June 2020 (new version of policy)

Date of next review: June 2023

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