Glen Iris Child Care and Kindergarten

GI-001 – Acceptance and Refusal of Authorisations

Policy Number	GI - 001
Quality Area	QA2 – Children's Health and Safety
National Law	s.167 • s.170 • s.175
National Regulations	Regs. 92 • 93 • 94 • 99 • 102 • 102D • 160 • 161 • 168
Related NQS	QA2.2.1 • QA2.2.2 • QA6.1.2 • QA7.1.2 • QA7.1.3
EYLF V2.0	Principles – Partnerships, High Expectations & Equity • Practices – Collaborative Leadership, Responsiveness to Children • Outcomes – 1 & 3
Victorian Child Safe Standards:	Standards 1, 2, 4 & 5
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
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OUR COMMITMENT

At **Glen Iris Child Care and Kindergarten**, the safety, wellbeing and rights of every child are at the heart of every decision we make.

We recognise that authorisations are more than a legislative requirement. They are an important partnership between families and educators that support informed decision-making, safeguard children's rights and ensure transparency in all aspects of our service.

We are committed to obtaining, verifying and implementing all authorisations respectfully, consistently and in accordance with legislative requirements while maintaining strong relationships with families based on trust, collaboration and open communication.

Children's best interests remain the primary consideration in every decision made by the service.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and Regulations while promoting children's safety, wellbeing and strong partnerships with families.

PURPOSE

This policy ensures that all authorisations relating to children attending Glen Iris Child Care and Kindergarten are obtained, verified, recorded and implemented consistently to protect children's health, safety, wellbeing and legal rights.
It provides clear guidance for educators and families while supporting collaborative partnerships and ensuring compliance with legislative requirements.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Administration Team
- Students
- Volunteers
- Contractors
- Families
- Authorised Nominees

DEFINITIONS

For the purpose of this policy, the following definitions apply:

Approved Provider
The person or organisation approved under the Education and Care Services National Law to operate the education and care service.

Authorised Nominee
A person who has been given written authority by a parent or guardian to collect a child, consent to medical treatment, authorise medication or undertake other responsibilities as recorded on the child's enrolment record.

Authorisation
Written consent provided by a parent, guardian or authorised nominee that allows the service to undertake specific actions relating to a child's education, care, health or safety.

Emergency
A sudden, unexpected situation requiring immediate action to protect the health, safety or wellbeing of a child or another person.

Enrolment Record
The record maintained by the service containing all information required under the Education and Care Services National Regulations, including authorised nominees and written authorisations.

Parent
A person who has legal parental responsibility for a child, including a guardian or person with lawful authority to make decisions for the child.

Responsible Person
A Responsible Person is the Approved Provider, Nominated Supervisor or a person placed in day-to-day charge of the service in accordance with the National Regulations.

Routine Outing
A regular outing that forms part of the educational program where the circumstances and risk assessment remain substantially the same each time. A written authorisation may cover a period of up to 12 months where permitted by legislation.

Written Authorisation
A signed authorisation provided by a parent, guardian or authorised nominee, either in hard copy or approved electronic format, permitting the service to undertake a specified action.

WHY THIS POLICY MATTERS

Children rely on adults to make safe and informed decisions on their behalf.

Obtaining valid authorisations ensures decisions such as administering medication, emergency medical treatment, collection of children and participation in excursions are made with the knowledge and consent of families while protecting children's rights and wellbeing.

Strong authorisation processes promote trust, accountability and shared responsibility between families and educators.

GUIDING PRINCIPLES

Glen Iris Child Care and Kindergarten believes:

- Every child has the right to be safe, respected and protected.
- Children's best interests guide every decision.
- Families are valued partners in decision-making.
- Authorisations protect children, families and educators.
- Decisions are transparent and well documented.
- Confidentiality is maintained.
- Policies support quality practice and continuous improvement.

OUR POLICY

Glen Iris Child Care and Kindergarten is committed to ensuring that all authorisations required under legislation are obtained, verified and implemented prior to any action being taken, except where legislation permits immediate action in an emergency.

Authorisations will only be accepted from a parent, legal guardian or authorised nominee with the legal authority to provide consent.

The service will maintain accurate records of all authorisations and review them regularly to ensure they remain current and reflect the child's circumstances.

Where an authorisation is incomplete, unclear or inconsistent with legislative requirements or court orders, the service will respectfully decline the request until appropriate authorisation is obtained.

HOW WE PUT THIS POLICY INTO PRACTICE

Obtaining Authorisations

The service will obtain written authorisation for:

- administration of medication
- emergency medical treatment
- collection of children
- excursions
- routine outings (if applicable)
- transportation of children (if applicable)
- application of sunscreen and first aid items where required
- image and media permissions.

Reviewing Authorisations

Authorisations are reviewed:

- at enrolment
- annually
- whenever family circumstances change
- following any court order or parenting order update
- after an incident where authorisation processes were used.

ROLES & RESPONSIBILITIES

Approved Provider

Will:

- Ensure appropriate authorisation systems are implemented.
- Ensure enrolment records contain all required authorisations.
- Provide training and resources.
- Monitor compliance.
- Review this policy annually.

Nominated Supervisor

Will:

- Oversee implementation.
- Verify authorisations.
- Ensure records remain current.

Educators

Will:

- Verify authorisations before acting.
- Ensure documentation is complete.
- Refuse invalid authorisations.
- Maintain confidentiality.
- Communicate respectfully with families.

Families

Will:

- Complete required authorisations.
- Keep information current.
- Advise of changes immediately.
- Work collaboratively with educators.

Administration Team

Will:

- Ensure enrolment documentation is complete before commencement.
- Maintain confidential records.
- Notify the Nominated Supervisor when updates are required.
- Support families to complete authorisation forms.

Glen Iris Child Care and Kindergarten in practice.

At Glen Iris Child Care and Kindergarten, authorisations are viewed as an important part of building respectful partnerships with families.

During enrolment, educators explain every authorisation, answer questions and ensure families understand why information is required.

Authorisations are reviewed annually, during enrolment updates and whenever family circumstances change.

CHILDREN'S VOICE IN ACTION

At Glen Iris Child Care and Kindergarten, children are encouraged to express their preferences, needs and feelings in ways that are meaningful to them. Educators actively listen to children's verbal and non-verbal communication and work in partnership with families to ensure authorisations reflect each child's individual needs, routines and wellbeing.

Where developmentally appropriate, educators explain decisions to children, seek their participation during everyday routines and respect their growing independence while ensuring all legal authorisations remain in place. By valuing children's perspectives, we strengthen their sense of identity, belonging and trust in the adults who care for them.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten exceeds the National Quality Standard by embedding authorisation processes into everyday practice.

Educators proactively review records, communicate regularly with families and complete internal audits to ensure authorisations remain accurate, meaningful and responsive to children's changing needs.

Critical reflection and family feedback are used to continually strengthen our systems.

CONTINUOUS IMPROVEMENT

This policy is reviewed through:

- legislative updates
- ACECQA guidance
- educator feedback
- family feedback

- incident reviews
- internal audits
- Quality Improvement Plan goals
- Assessment and Rating reflections
- ongoing professional learning.

National Law

- s.167
- s.170
- s.175

National Regulations

- Reg. 92
- Reg. 93
- Reg. 94
- Reg. 99
- Reg. 102
- Reg. 102D
- Reg. 160
- Reg. 161
- Reg. 168

National Quality Standard

- QA2.2.1
- QA2.2.2
- QA6.1.2
- QA7.1.2
- QA7.1.3

RELATED DOCUMENTS

- Administration of First Aid
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Providing a Child-Safe Environment

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Enrolment Form
- Authorisation Form
- Medication Record
- Excursion Authorisation
- Transportation Record
- Collection of Children Procedure
- Court Orders Register

EVIDENCE OF PRACTICE

The service demonstrates this policy through:

- Annual enrolment record reviews.
- Current enrolment records.
- Completed authorisation forms.
- Medication records.
- Excursion authorisations.
- Transportation authorisations (where applicable).
- Court orders (where applicable).
- Internal audits.
- Staff induction and training records.
- Family communication records.
- QIP reflections.

REFLECTION & CONTINUOUS IMPROVEMENT

- How do we ensure authorisations are verified before action is taken?
- How do we know families understand what they are authorising?
- What evidence demonstrates that records are reviewed regularly?
- How has feedback improved our processes?
- What further improvements could strengthen our practice?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	10 July 2026	Centre Director	- Completed policy structure. - Improve readability - Remove duplication - Strengthen governance Aligned with current legislation, ACECQA guidance and Glen Iris Child Care and Kindergarten practices.