



## POLICY STATEMENT

---

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from guardians in certain circumstances. For example, the Regulations stipulate an authorisation must be obtained for:

- ◆ administering medication to children (Regulation 92 and 93)
- ◆ children leaving the premises of a service with a person who is not a guardian of the child (Regulation 99)
- ◆ children being taken on excursions (Regulation 102)
- ◆ confidentiality of records kept by approved provider (Regulation 181).

Authorisation from guardians may also be required if:

- ◆ a child is leaving TWOOSH to attend an extra-curricular activity away from TWOOSH eg, sporting activity, dance or drama event run by a provider other than TWOOSH
- ◆ a child is leaving TWOOSH to attend a school event, eg, a disco.

TWOOSH policy on the acceptance and refusal of authorisations is based on circumstances in which TWOOSH will require authorisation (permission) from guardians. Authorisation from guardians is required to ensure the safety of the children, therefore educators may refuse a guardian's request unless authorisation is provided. For example, an authorisation is required if a guardian wishes their child to attend an extra-curricular activity during TWOOSH time. If an authorisation is not received, the child will not be able to participate in the activity.

Authorisation is required in written format. In an emergency situation, verbal authorisation may be accepted at the discretion of the Director or Responsible Person. Written authorisation must follow as soon as practicable.

## REFERENCES AND CONSIDERATIONS

---

- Education and Care Services National Law 2010
- Education and Care Services National Regulation 2011: clause 168
- National Quality Framework 2012

### Related TWOOSH documents

- TWOOSH Philosophy
- Policy A-5 – Dropping off and picking up children
- Policy A-14 – Attendance of extra-curricular activities
- Policy D-5 – Medical conditions and administration of medication

## PROCEDURES

---

The Director or Responsible Person will do the following:

- ◆ Provide guardians with appropriate forms to indicate their consent. Forms will contain the following details:
  - the name of the child enrolled at TWOOSH

- the date
  - signature of the child's guardian or authorised person who is on the enrolment form
  - the approximate time the child is leaving TWOOSH to attend an extra-curricular activity or TWPS event and the time they will return to TWOOSH (if applicable)
  - details of the child's medication and prescriber (if applicable)
  - the name and contact number of the person/s authorised to pick up the child/ren (if applicable).
- ◆ Collect and keep these authorisations in the child's enrolment record or electronically
  - ◆ Apply these authorisations to picking up children, administration of medication, transport via ambulance, excursions, and access to records.
  - ◆ Ensure the child is not permitted to leave TWOOSH to attend any extra-curricular activity until authorisation is obtained from the guardian.
  - ◆ Ensure that the child is not permitted to sign themselves out or leave TWOOSH without an authorised person.
  - ◆ Ensure all persons picking up children are above the age of 18.
    - TWOOSH will only allow pick up by minors between the ages of 16 and 18 with written consent from the guardian acknowledging and accepting any associated risks. A form is available from TWOOSH. If authorisation has been received by TWOOSH, an Educator will sign the child out on behalf of the minor. The same Educator will also ensure that they observe the child leave with the minor.
  - ◆ Obtain written authorisation if a person other than the guardian or other authorised person needs to pick up the child from OOSH.
  - ◆ Exercise the right to refuse written or verbal authorisations if they do not comply with the requirements outlined above.
  - ◆ Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. TWOOSH can administer medication without authorisation in these cases, provided they contact the guardian as soon as practicable after the medication has been administered. Refer to Policy D-5 for more details.

In an emergency, verbal authorisation may be accepted at the discretion of the Responsible Person on duty. In this instance, Educators will record in the diary the time of the telephone call with the guardian and name of the person who will be picking up the child. The identity of the person picking up the child should be confirmed by sighting photographic ID, eg, current driver license. Guardians must follow up by sending an email or providing a written note confirming that they have allowed someone else to pick up (including their full name and date of pick up) as soon as possible.

## Revisions

**Date of next review: June/July 2022**

Date	Reviewer	Approved by
06.08.18		TWOOSH Management Committee
03.06.19		TWOOSH Management Committee
22.06.20	CB, MK	TWOOSH Management Committee
29.07.21	A.R	TWOOSH Management Committee