



acceptance and refusal of authorisations procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent’s authorisation and consent
Pre-reading and reference documents		
Application to enrol in a NSW Government Preschool		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised authorities • planning and discussing ways to engage with families and 	

	<p>communities, including how changes are communicated</p> <ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Collecting authorisations</p>	<ul style="list-style-type: none"> • The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances: <ul style="list-style-type: none"> ○ illness, accident and emergency treatment ○ transportation in a medical emergency ○ permission to publish (information about the child) ○ permission for the child to use online services (the internet) ○ consent to seek information from other organisations or government departments about the child based on information provided in Section A of the enrolment form related to learning and support needs, special needs, health conditions, required risk assessments and children's needs noted within the application from other prior to school services, organisations or NSW Government departments. • Parents / carers are record in the preschool enrolment form nominees they authorise to: <ul style="list-style-type: none"> ○ collect their child from preschool (authorised collectors) ○ consent to medical treatment and authorise the administration of medication for their child ○ authorise the child being taken away from the preschool premises for an excursion. • The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> ○ application by an adult of sunscreen or insect repellent to a child ○ administration of medication ○ authorisation to leave the preschool premises for a regular outing or an excursion ○ authorisation to transport children (other than on an excursion). A consent from is completed by a parent at the beginning of the year for short walks. <ul style="list-style-type: none"> • The school office maintains a data base of up to date court

	<p>orders and legal documents that are assessable to preschool staff</p>
<p>Communication and application of authorisations and refusals</p>	<ul style="list-style-type: none"> • Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class. This information is kept a display in the preschool office. • This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are. • The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool. • Relieving and casual staff are made aware of any authorisation refusals and each child's authorised collectors. Details about collection authorisation are outlined in the staff handbook and during the staff induction process. All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool in the care of a parent or one of their authorised collectors.
<p>Changes to authorisations</p>	<ul style="list-style-type: none"> • A parent or carer may choose to change their authorisations or their child's authorised collectors. Parents can notify verbally or in writing. • If changes are notified: <ul style="list-style-type: none"> ○ they are recorded in the preschool enrolment form. If parents are available educators will ask them to make the changes to the form otherwise educators will make the changes on the parent's behalf. ○ preschool records are updated accordingly ○ preschool staff are told of the change. ○ If a parent gives verbal communication to approve the collection ○ If a parent makes contact throughout the day informing educators that their child will be collected by a person who is not currently on the authorisation list, educators will need to ask for identification to be shown upon collection.

Record of procedure's review

Date of review and who was involved

June 2021

Key changes made and reason/s why

- casual staff- induction
- court orders

Record of communication of significant changes to relevant stakeholders

Date of review and who was involved

October 2022

Key changes made and reason/s why

Record of communication of significant changes to relevant stakeholders