

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY



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POLICY STATEMENT

Catholic Early EdCare has comprehensive processes for managing authorisations that are sensitive to the needs of children and their families to help to ensure that children’s health, safety, wellbeing and best interests are met.

We have zero tolerance for all forms of abuse and are committed to safeguarding everyone in attendance at our services. Where an individual threatens harm, or causes harm, to self or others, causes destruction and/or defaces property, Pause Care Arrangements will be immediately put in place. Continued breaches of the CEEC Safe Conduct Agreement may result in a child’s Cessation of Care. Non-compliance with required policies and authorisations may also result in Pause Care Arrangements, or Cessation of Care.

BACKGROUND

The Education and Care Services National Regulations require policies and procedures to be in place in relation to the acceptance and refusal of authorisations.

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Document Type: Policy

Applicable To: Catholic Early EdCare

Approved By: Director, Catholic Early EdCare

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LEGISLATIVE REQUIREMENTS

Education and Care Services National Regulations	
Reg 92	Medication record
Reg 93	Administration of medication
Reg 94	Exception to authorisation requirement - anaphylaxis or asthma emergency
Reg 96	Self-administration of medication
Reg 99	Children leaving the education and care service premises
Reg 102	Authorisation for excursions
Reg 160	Child enrolment records to be kept by approved provider
Reg 161	Authorisations to be kept in enrolment record
Reg 168	Education and care service must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

National Quality Standard		
Quality Area 2	Children's Health and Safety	
Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Element 2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
Element 2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
Quality Area 6	Collaborative Partnerships with Families and Communities	
Standard 6.1	Respectful and supportive relationships with families are developed and maintained	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Element 6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
Quality Area 7	Governance and Leadership	
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

PRINCIPLES

- We value our families as part of the service decision-making process. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.
- We will communicate with families about their children's health requirements, and the authorisations required, in a culturally sensitive way.
- We ensure educators and staff are provided with the necessary training and support to act in accordance with authorisations provided and to know when to refuse authorisations. Policies, procedures, and guidelines clearly outline their roles and responsibilities.
- We prioritise good governance and quality management. We ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements. Our range of safeguards include policies and procedures for the acceptance and refusal of authorisations.
- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulations in relation to the acceptance and refusal of authorisations.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	Guide to the NQF
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Childcare Provider Handbook
Authorised Nominee	A person who has been given permission by a parent or family member to collect the child from the service.	National Law (Section 170)
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Enrolment Record	<p>The approved provider must ensure that an enrolment record is kept for each child enrolled at the service. The record must include:</p> <ul style="list-style-type: none"> • Full name, date of birth, and address of the child • The name, address and contact details of <ul style="list-style-type: none"> ▫ each known parent of the child ▫ any emergency contact ▫ any authorised nominee ▫ any person authorised to consent to medical treatment or administration of medication ▫ any person authorised to give permission to the educator to take the child off the premises • Details of any court orders, parenting orders or parenting plan • Gender of the child • Language used in the child's home • Cultural background of the child and their parents • Any special considerations for the child, such as cultural, dietary, religious requirements or additional needs 	National Regulations (Regulations 102, 102D, 160 - 162) Guide to the NQF

Term	Meaning	Source
Enrolment Record (Continued)	<ul style="list-style-type: none"> • Authorisations for: <ul style="list-style-type: none"> ▫ the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child ▫ the service to take the child on regular outings • Name, address and telephone number of the child’s registered medical practitioner or medical service • Medicare number (if available) • Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of • Anaphylaxis • Any medical management plan, anaphylaxis medical management plan or risk minimisation plan • Dietary restrictions • Immunisation status • If the approved provider or a staff member has sighted a child health record, a notation to that effect 	National Regulations (Regulations 102, 102D, 160 - 162) Guide to the NQF
Excursion	<p>An outing organised by an education and care service but does not include an outing organised by an education and care service provided on a school site if:</p> <p>a) the child or children leave the education and care service premises in the company of an educator; and</p> <p>b) the child or children do not leave the school site.</p>	National Regulations (Definitions)
Medication	<p>Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website.</p>	Guide to the NQF
Medical Attention	<p>Includes a visit to a registered medical practitioner or attendance at a hospital.</p>	ACECQA
Medical Emergency	<p>An injury or illness that is acute and poses an immediate risk to a person’s life or long-term health.</p>	

Term	Meaning	Source
Medication Record	<p>The approved provider must keep a medication record for each child to whom medication is administered by the service. This record must include:</p> <ul style="list-style-type: none"> The child's name Signed authorisation to administer medication A record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required 	National Regulations (Regulation 92)
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination.	Guide to the NQF National Law (Definitions) National Regulations (Regulation 146)
Parent	<p>In relation to a child, includes:</p> <ol style="list-style-type: none"> A guardian of the child; and A person who has parental responsibility for the child under a decision or order of a court. 	National Law (Definitions)
Regular Outing	<p>In relation to an education and care service, means a walk, drive or trip to and from a destination:</p> <ol style="list-style-type: none"> That the service visits regularly as part of its educational program; and Where the circumstances relevant to the risk assessment are the same on each outing. 	National Regulations (Regulations 100, 102)
Responsible Person	<p>An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be:</p> <ul style="list-style-type: none"> The approved provider or a person with management or control of the service; A nominated supervisor of the service; or A person placed in day-to-day charge of the service in accordance with the National Regulations 	Guide to the NQF
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.	

Term	Meaning	Source
Transportation	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> • Private transport provided by families and carers (i.e. carers not engaged by/registered with a service) • Transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider • Transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • When a disability service picks up children and transports them to school or an activity. 	Guide to the NQF
Under the Influence	<p>Refers to impairment, to any degree, of an individual's ability to safely perform the activity in question as a result of the use of alcohol, drugs, or a combination of both.</p>	Cornell Law School

LINKS TO OTHER POLICIES AND DOCUMENTS

- [Medical Conditions Policy](#)
- Medical Conditions Procedure
- [Incursions, Excursions and Regular Outings Policy](#)
- [Incursions, Excursions and Regular Outings Procedure](#)
- [Emergency Management Policy](#)
- [Emergency Management Procedure](#)
- [First Aid Policy](#)
- First Aid Procedure
- [Incident, Injury, Trauma and Illness Policy](#)
- [Incident, Injury, Trauma and Illness Procedure](#)
- [Enrolment, Orientation, and Booking Policy](#)
- Enrolment, Orientation, and Booking Procedure
- [Arrivals and Departures Policy](#)
- Arrivals and Departures Procedure
- [Providing a Child Safe Environment](#)
- [Governance and Service Management Policy](#)
- Governance and Service Management Procedure

INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

MONITORING EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Governance and Performance team.

The review process for this policy will begin eight (8) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

