



# ASHCROFT PUBLIC SCHOOL

## Acceptance and Refusal of Authorisations

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation <a href="#">92</a> Regulation <a href="#">93</a> Regulation <a href="#">99</a> Regulation <a href="#">102</a> Regulation <a href="#">161</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Application to enrol in a NSW Government Preschool</a>		
<b>Procedure</b>		
<b>Collecting authorisations</b>	<ul style="list-style-type: none"> <li>• 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"> <li>- illness, accident and emergency treatment</li> <li>- transportation in a medical emergency</li> <li>- permission to publish (information about the child)</li> <li>- permission for the child to use online services (the internet)</li> <li>- 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.</li> </ul> </li> <li>• Preschool Application forms are kept in the main school office in a locked cupboard.</li> <li>• Parents / carers are record in the preschool enrolment form nominees they authorise to:               <ul style="list-style-type: none"> <li>- collect their child from preschool (authorised collectors)</li> <li>- consent to medical treatment and authorise the administration of medication for their child</li> <li>- authorise the child being taken away from the preschool premises for an excursion.</li> </ul> </li> <li>• The preschool enrolment form <b>does not</b> collect the following authorisations and they are collected separately, when applicable:               <ul style="list-style-type: none"> <li>- application by an adult of sunscreen or insect repellent to a child</li> <li>- administration of medication</li> <li>- authorisation to leave the preschool premises for a regular outing or an excursion</li> <li>- authorisation to transport children (other than on an excursion).</li> </ul> </li> <li>• Documentation relating to authorisations must contain the child's name,</li> </ul>	

	date and signature of the child's parent/guardian, or nominated person as noted on the enrolment form. The school principal can exercise the right of refusal, if written or verbal authorisations do not comply.
<b>Collecting other authorisations</b>	<ul style="list-style-type: none"> <li>• Authorisation is sought for <i>third party websites</i> – e.g. Seesaw</li> <li>• Authorisation to <i>apply sunscreen or insect repellent</i> will not be sought or applied to a child by an educator. If a parent/guardian wishes their child to wear either, they will inform an educator and supply a child friendly, product that the child can independently apply.</li> <li>• Authorisation related to attending an excursion is referred to in our <i>Excursions Procedure</i>. In the event of an excursion, authorisation from parents is gained in written form and collected by the office.</li> </ul>
<b>Communication and application of authorisations and refusals</b>	<ul style="list-style-type: none"> <li>• Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class by the School Administration Officers (SAO).</li> <li>• This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are.</li> <li>• The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool (in the preschool program folder and casual folder).</li> <li>• Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors upon arrival to preschool.</li> <li>• 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.</li> <li>• As changes are made during the year, information is updated, it is communicated to preschool staff and a new table is given to the teacher and placed in the casual folder.</li> </ul>
<b>Changes to authorisations</b>	<ul style="list-style-type: none"> <li>• A parent or carer may choose to change their authorisations or their child's authorised collectors. They will speak to preschool staff, who will provide them with the required documentation to complete.</li> <li>• If changes are notified: <ul style="list-style-type: none"> <li>- they are recorded in the preschool enrolment form by SAO</li> <li>- preschool records are updated accordingly by SAO</li> <li>- preschool staff are told of the change via email and being provided with updated documentation.</li> </ul> </li> </ul>

<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
<b>Key changes made and reason/s why</b>	
Sections created to make procedure clearer to follow	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

*Copy and paste a new table to record each occasion the procedure is reviewed.*