

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS GUIDELINE



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed kindergarten program are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when:

- Obtaining written authorisation from a parent or person authorised and named in the *Child's Enrolment Record*.
- Refusing written authorisation from a parent or person authorised and named in the *Child's Enrolment Record*.

2. Scope

This guideline will apply to the Approved Provider, Person with Management and Control, Nominated Supervisors, staff, educators, students on placement, volunteers, parents, children, and others attending the programs and activities of City of Casey managed kindergartens.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Authorisation	A signed and dated instruction provided by a parent or authorised nominee granting permission for a specific action (e.g. medication, excursion, collection of a child).
Authorised Nominee	A person nominated by a parent/guardian in the child's enrolment record who has permission to act on their behalf in specified circumstances.
Child's Enrolment Record	A legal document that a family completes following the placement into a kindergarten that contains information on the child and their family.
Identity Verification	The process of confirming a person's identity before releasing a child or accepting authorisation.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and

	who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Background

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- Self-administration of medication.
- Children leave the service premises.
- Children being taken on excursions.

Specific service guidelines (including the Administration of Medication, Delivery and Collection of Children, Enrolment, Orientation and Excursions/Regular Outings and Service Events) include details of the conditions under which written authorisations will be accepted. However, there may be instances when a service refuses to accept written authorisation. This guideline outlines procedures to be followed when refusing written authorisation from a parent or person authorised and named in the *Child's Enrolment Record*.

Authorised nominees

Parents are requested to nominate a person as an authorised nominee for the child. Authorised nominees cannot be parents or guardians. The name and contact details of this authorised person must be documented in the *Child's Enrolment Record*.

Parents and/or Guardians can provide authorisation for nominees to:

- Collect the child from the education and care service.
- Be notified of an emergency involving the child if any parent cannot be contacted.
- Consent to medical treatment.
- Consent to administration of medication.
- Authorise the approved provider, nominated supervisor or educator to take the child outside of the service on excursions/regular outings.
- Authorise an educator to take the child outside of the service premises.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Provide strong leadership that supports a culture of child safety in the everyday practice of City of Casey employees. • Provide educators with clear guidelines, policies and procedures in relation to all matters specified in Regulation 168(2). • Ensure policies, guidelines and procedures are included in the induction processes for all educators and staff. • Take all reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow guidelines and procedures.
Educators and staff	• Ensure parents have completed the authorised nominee section of their <i>Child's Enrolment Record</i> and if not request

	parents provide details of a suitable person to act as an authorised nominee. • Ensure the digital sign in/sign out (SISO) is maintained to account for all children attending the service. • Support parents or authorised nominees to complete the digital sign in sign out record as their child arrives at and departs from the service. • Check that all children are signed in and out and update if necessary if the parent or authorised nominee has not completed the digital SISO records. • Ensure a child only departs from the service with a person who is the parent or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency. • Verify the identity of authorised nominees, and the authorisations granted to them before allowing them to depart the service with the child or provide any further authorisations related to the child. • Maintain a written record of all visitors to the service, including time of arrival and departure. • Ensure that where children require medication to be administered by educators, this is authorised in writing, signed and dated by a parent or authorised nominee, and included with the child's medication record. • Ensure that medication is not administered to a child without the authorisation of a parent or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency. • Check that parents sign and date permission forms for excursions/regular outings. • Ensure a child is not taken outside the service premises on an excursion/regular outing except with the written authorisation of a parent or authorised nominee. • Inform the Approved Provider when written authorisation does not meet the requirements outlined in service guidelines. • Follow procedures for dealing with a written authorisation that does not meet the requirements outlined in <i>Attachment 1 - Procedure for Refusing Written Authorisation</i>. • Ensure that parents have access to a copy of the service guidelines.
Parents and Families	• Complete and sign the authorised nominee section of the <i>Child's Enrolment Record</i> before their child commences at the service. • Comply with the guidelines and procedures of the service. • Sign and date permission forms for excursions/regular outings. • Sign in the digital sign in sign out record as their child arrives at and departs from the service. • Provide written authorisation where children require medication to be administered by educators and signing and dating it for inclusion in the child's medication record. • Immediately notify educators in writing of any changes to their child's Medical Management Plan.

	• Immediately notify educators in writing of any changes to any court orders in relation to the child or parenting plans or agreements. • Promptly communicate any concerns to educators. • Communicate with the educator if the child's medical condition limits their ability to participate fully in all activities.
Authorised Nominees	• Make educators aware of their arrival at the service. • Provide identification for educators to verify if the person is an authorised nominee with authorisations relevant to their request in relation to the child.

6. Associated documents and attachments

This guideline should be read in conjunction with guidelines for:

- Medication guidelines
- Child Protection guideline
- Dealing with Medical Conditions guideline
- Delivery and Collection of Children guidelines
- Enrolment and Orientation guideline
- Excursions and Regular Outings guideline
- Incident, Injury, Trauma and Illness guideline
- Attachment 1 - Procedure for Refusing Written Authorisation

7. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012, Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- The Occupational Health and Safety Act 2004
- The Health Act 1958
- Children, Youth and Families Act 2005 (Vic), as amended 2011
- Child Wellbeing and Safety Act 2005 (Vic), as amended 2012
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Family Law Act 1975 (Cth), as amended 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety

8. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

9. Monitoring, evaluation and review

The City of Casey will ensure:

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- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer in conjunction with Kindergarten Programs Leadership and Early Years and Partnerships Leadership		
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10. Document History

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