



## Acceptance and Refusal of Authorisations Policy

To ensure a physical, emotional and psychological safe environment and to support our “duty of care” responsibility Port Lincoln Children’s Centre seek parental/guardian consent.

In some circumstances further consent from a child’s doctor and/or relevant Government agencies e.g., Department of Child Protection may be sought.

Authorisation/consent is required for the following:

- Administration of medication to a child;
- Administering of medical treatment, including of transportation in an ambulance;
- Taking photographs and videos of children whilst participating in Centre or associated events off site;
- Collection of children. Initial consent sought at enrolment and identified on the enrolment form or as amended at a later date;
- Excursions (including regular outings) A separate consent is provided prior to excursions, outlying dates/ times, transportation and purpose;
- Transportation of children (other than for an excursion), including regular transportation.

All authorisation (consent forms) received from parents or other persons named in the enrolment record as having authority, given by a parent, to provide authorisation, are to be checked for completion. Incomplete and or inappropriately signed authorisation/consents will be returned to the parent or guardian for correction.

No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been correctly and appropriately signed.

All authorisation forms should be filed with children’s enrolment details.

Education and Care Services national Regulations	National Quality Standard	Other Policies	Other
Regulations 99, 168	QA 2 2.3.1 Children are adequately supervised at all times.  QA 6 6.1 Supportive relationships with families.  QA 7 7.1.3 Roles and Responsibilities	DfE Acceptance and Refusal of Authorisation Policy  Administration of Medication  Medical Conditions  Excursion  Bus	

Policy Reviewed	Modifications	Next Review Date:	
	Updated in line with DfE Policy 18.2.22	2026	
15.5.18	First issue	2021	