

PROCEDURES

ZUCCOLI PRESCHOOL ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

1. INTRODUCTION

Vision Statement

Zuccoli Preschool aims to provide an environment which supports the health and safety of all children.

Zuccoli Preschool has comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

Zuccoli Preschool has a duty of care to ensure that safety policies and procedures are implemented to protect children particularly around pick up and drop off times.

Zuccoli Preschool has a responsibility under the Education and Care Services (National Uniform Legislation) Act (the Act) and Education and Care Services Regulations (the Regulations) to ensure children's health, safety and wellbeing is maintained at all times.

2. BACKGROUND

This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

Under the National Law and Regulations, early childhood schools are required to obtain written authorisation from parents/guardians, and/or authorised nominees (refer to *Definitions*) 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:

- administration of medication (Regulation 96)
- children leaving the school premises (Regulation 99)
- children being taken on excursions (Regulation 102)
- permission to collect/authorised nominee (Regulation 99)

There may be instances when a school refuses to accept a written authorisation. The *Education and Care Schools National Regulations 2011* (Regulation 168(2)(m)) specify that schools are required to develop a policy in relation to the acceptance and refusal

of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

3. ROLES AND RESPONSIBILITIES

Principal will be responsible for:

- Overseeing the implementation of the Zuccoli Preschool Acceptance and Refusal of Authorisation Procedure and all other relevant policies and procedures connected to this procedure by all teachers, educators and families.

Preschool teacher and educators are responsible for:

- Implementing the Procedure
- Communicating the Procedure to all families
- Updating the procedure
- Ensuring all relevant permissions have been signed and dated by families
- Ensuring all relevant policies and procedures relating to this procedure are adhered to and implemented

Parents/Guardians are responsible for:

- Ensuring they follow and comply with Zuccoli Preschool and Department of Education Policy and Procedures
- Ensure they read, sign and date all relevant permissions and authorisations
- Communicate any changes to permissions and authorisations immediately to Preschool Staff and provided appropriate written documentation if relevant

4. DEFINITIONS

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care Preschool. These details will be on the child's enrolment form.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

5. PROCEDURES

On receipt of a written authorisation from a parent/guardian that does meet the requirements outlined in the related school policy, the Preschool Teacher will:

- Ensure the written authorisation is dated and signed

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- File the written authorisation in the required destination i.e SRF in Primary School Administration Office, Preschool Files, Electronic Folder etc.
- Ensure all relevant staff are aware of the information

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related school policy, the Preschool Teacher will:

- immediately explain to the parent/guardian that their written authorisation contravenes school policy, and that it cannot be accepted.
- ensure that the parent/guardian is provided with a copy of the relevant school policy and that they understand the reasons for the refusal of the authorisation.
- request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant school policy.
- Call on Early Childhood AP or Principal for support with refusal and conversation if required
- Inform the Early Childhood AP that a refusal has been given for a written authorisation and the steps taken

6. NATIONAL QUALITY STANDARD FOR EARLY CHILDHOOD EDUCATION AND CARE AND SCHOOL AGED CARE

This procedural document relates to the following:

- QA2 Children's health and safety

7. LINKS TO OTHER RELEVANT POLICIES AND PROCEDURES

This procedural document relates to the following:

- DoE – Excursions Policy
- DoE- Delivery, collection and transportation of children in preschool policy
- Zuccoli Preschool Delivery and Collection of Children Procedures
- Zuccoli Preschool Privacy and Confidentiality Procedures