



CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATIONS POLICY

1. Introduction

- 1.1. The Education and Care Services National Regulations require Northside Community Service Ltd (Northside) to ensure there are policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from families, guardians, or authorised nominees help to ensure that the health, safety, wellbeing, and best interests of all children are met.

2. Purpose

- 2.1. The purpose of the Authorisations Policy is to ensure that Northside's Early Childhood Centres legally obtain authorisation from parents/guardians and authorised nominees for required activities, and that Northside limits access to Early Childhood Centres only to those authorised to be on the premises.

3. Scope

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

- 3.1. This policy applies to all employees of Northside, contractors, sub-contractors, and consultants employed by Northside, apprentices or trainees, students gaining work experience, and volunteers, whilst they are on Northside property or engaged in business that involves Northside early childhood centre facilities.

4. Policy Owner and Review Requirements

4.1. Policy Owner

- 4.1.1. The policy owner for the Authorisations Policy is the Director of Children's Services.

4.2. Review Requirements

- 4.2.1. This policy is to be reviewed annually.

5. Policy Statements

5.1. Authorisations

5.1.1. Required Authorisations

- 5.1.1.1 On enrolment, each family will be required to provide authorisations for:

- 5.1.1.1.1 Administering first aid;
- 5.1.1.1.2 Administering medication to children;
- 5.1.1.1.3 Children leaving the premises in the care of someone other than their parent or guardian;
- 5.1.1.1.4 Children being taken on excursions;
- 5.1.1.1.5 Children leaving the premises in the care of someone other than their parent or guardian in the case of an emergency; and
- 5.1.1.1.6 The taking, use and/or reproduction of photos of children.

5.1.2. Authorisation to Administer First Aid

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

5.1.2.1. On enrolment, each family will be required to provide authorisations for the administration of first aid.

5.1.2.2. In the event of an emergency, written or verbal authorisation to administer first aid is not required. For example, if a child displays anaphylaxis symptoms, an EpiPen will be administered without an anaphylaxis plan if directed by an Emergency Services Operator after calling 000. Families will be notified as soon as practical in these circumstances.

5.1.3. Authorisation to Administer Medication

5.1.3.1. On enrolment, families will provide the details of persons permitted to authorise the administration of medication to the child. These records are to be amended if there is a change in family circumstance. These records are to include written consent from the parent or guardian to administer medications in an emergency (e.g., *emergency asthma kit*).

5.1.3.2. Medication will not be administered to a child unless authorisation to administer medication has been signed by the family or person named on the enrolment form as authorised to consent to the administration of medication.

5.1.3.3. A **Medication Administration Record** will be filled in and signed by the family each day the medication is required. For further information please see the **Medication Authorisation Record**.

5.1.3.4. Northside will waive compliance to the Authorisation to Prescribe Medication where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In these cases, Northside will administer medication without authorisation. In such cases, this is to be recorded on the **Medication Authorisation Record**.

5.1.4. Authorisation for Excursions

5.1.4.1 Northside will seek families' authorisations in writing before any excursion, after a risk assessment has been completed.

5.1.4.2 The risk assessment will be made available to each child's family prior to the excursion.

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

5.1.4.3 If the excursion is a regular outing, such as local walks, authorisation is required once a year.

All families will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

5.1.5. Authorisation to Collect a Child from the Centre

5.1.5.1. On enrolment, families will provide the details of persons authorised to collect the child from the Centre.

5.1.5.2. Any person authorised to collect a child from the Centre must be over the age of 18 years old. For details relating to the authorisation of a person under the age of 18 years old, please see section 5.2.2.2 of this policy.

5.1.5.3. All changes to authorisations for collection must be given in writing. For more information, please refer to the **Early Childhood Authorisation Procedure**.

5.1.6. Authorisation to Remove Child from Premises in an Emergency

5.1.6.1. On enrolment, families will provide authorisation for the child to be given into the care of a person or taken outside the premises because the child requires medical, hospital, or ambulance care or treatment, or because of another emergency. This includes children being transported by an emergency/ambulance service.

5.1.7. Acceptance and Refusal of Authorisations

5.1.7.1 Authorisations will not be accepted if they do not meet the required conditions. For more information about the acceptance and refusal of authorisations, please refer to the **Early Childhood Authorisation Procedure**.

5.1.8 Authorisation in relation to photos of children

5.1.8.1 Upon enrolment, families will provide authorisation in relation to the taking, use and/or reproduction of photos of children.

5.2 Arrival and Departure of Children

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

5.2.1 Arrival of Children to the Early Childhood Centre

- 5.2.1.1 On arrival to the Centre, all children will be digitally signed in via **QK Kiosk** into the duty of care of Northside by the person who brought the child to the Early Childhood Centre. If a family member forgets to do so, an educator will confirm the child's attendance and sign the child into the Centre.
- 5.2.1.2 A physical copy of the attendance record will be used when **QK Kiosk** is unavailable. Families will complete the time in/out columns and sign the record. If a family member does not do so, an educator will confirm the child's attendance and sign the child into the Centre.
- 5.2.1.3 Once any child has arrived at the Centre and been signed in, they will not leave the Centre except when:
- 5.2.1.3.1 Given into the care of a parent or guardian of the child, an authorised nominee, or written authorisation is obtained from the child's parent, guardian, or authorised nominee;
 - 5.2.1.3.2 They are taken on an excursion (with written consent of the child's parent or guardian); or
 - 5.2.1.3.3 Given into the care of a person or taken outside the premises because the child requires medical, hospital, or ambulance care or treatment, or because of another emergency.
- 5.2.1.4 On arrival at the Centre, every child and their family are to be greeted and welcomed by an educator.
- 5.2.1.5 Educators are to support children to manage the transition to the Centre and will be available to the family if any information, requests, or requirements need to be communicated. Educators will also inform children and families when they arrive of any changes to their regular morning transitions, for example if one of the child's familiar educators is on leave.

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

5.2.2 Departure of Children from the Early Childhood Centre

- 5.2.2.1 On enrolment, families will provide names of two other people (over 18 years of age) who are authorised nominees to collect their child. Unless older siblings are over the age of 18 and authorised nominees, they cannot collect children.
- 5.2.2.2 The approval of an authorised person under the age of 18 will be considered by the Director of Children's Services or Director of Compliance and Quality on a case-by-case basis.
- 5.2.2.3 No child is to be released from the Early Childhood Centre unless the persons collecting them are authorised to do so, and that authorisation is recorded in writing in the child's enrolment.
- 5.2.2.4 Authorised nominees must show photo ID if they are unknown to educators prior to collecting a child, and educators are to check the photo ID against the child's list of authorised nominees. Educators will photocopy the photo ID and place a copy in the child's file.
- 5.2.2.5 A person cannot collect a child if they do not have photo ID, or the ID does not match the nominees on the list. If the educator cannot confirm that the person trying to collect the child is authorised to do so, the child's parent or guardian will be contacted immediately.
- 5.2.2.6 On departure from the Centre, every child and their family are to be farewelled by an educator.
- 5.2.2.7 A copy of all court orders prohibiting contact by a parent or guardian must be provided to the service. Supervisors are to photocopy the order and ensure that all educators are aware of the requirements. Appropriate confidentiality will be always maintained.
- 5.2.2.8 Where both parents/guardians have enrolled the child and one parent does not wish the other to collect the child, the Centre will request that the parents/guardians resolve these issues amongst themselves or seek support to do so. The Centre cannot deny access to an enrolling parent/guardian without a court order.

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

5.2.2.9 All children are to be signed out of the Centre on departure. If a child has not been signed out of the Centre, please refer to the **Early Childhood Authorisations Procedure**.

5.2.2.10 For more information regarding the departure of children from a Centre, please refer to **Early Childhood Authorisations Procedure**.

5.3 Access to the Early Childhood Centre

5.3.1 Parents and guardians of children attending a Northside Early Childhood Centre are entitled to access the Centre on the days that their child is attending and formally signed in.

5.3.2 On enrolment, parents and guardians can nominate additional people that are entitled to attend the Centre while their child is attending.

5.3.3 Northside (as the Approved Provider) or the Centre Director (as the Nominated Supervisor) may refuse entry to the Centre to any person (including parents or guardians) if they reasonably believe that permitting entry to that person (or persons) would:

5.3.3.1. Pose a risk to the safety of children, employees, or families;

5.3.3.2. Conflict with or disrupt duties or responsibilities of the Centre under the *Education and Care Services National Law*; and/or

5.3.3.3. Contravene a court order.

5.3.4 Police are to be called if a visitor to the Early Childhood Centre who has violated the conditions relating to their visit refuses to leave the facility:

5.3.4.1 Employees are not to restrain or attempt to confront the visitor.

5.3.4.2 Where a visitor has been removed, the Director of Early Education is to be informed immediately that the person has left the premises.

5.3.4.3 Where a visitor has been removed, an incident report must be raised, following the **Incident Response Procedure**.

5.3.5 For more information, please refer to the **Early Childhood Authorisations Procedure**.

5.4 Requesting Visitor Access to Early Childhood Centres

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

- 5.4.1 Access to Northside Early Childhood Centres other than those employed within the service will be restricted to those with a genuine need to enter the Early Childhood Centre.
- 5.4.2 Visitors and/or persons conducting works, are required to request access to an Early Childhood Centre prior to their visit. In the event this cannot be adhered to, the visitor must meet with the Nominated Supervisor or Responsible Person prior to entry.
- 5.4.3 Any visitors to the Early Childhood Centre are required to sign into the Centre on arrival using the **Visitors Log** and sign out once they are leaving the premises.
- 5.4.4 Any person who is provided permission to enter the Early Childhood Centre must not remain on the premises while children are being educated and cared for unless the person is under the direct supervision of an educator or other staff member. This includes all Northside employees with a need to attend the facility.
- 5.4.5 The person supervising is to ensure that there is no interruption to the supervision of visitors entering the facility. No visitor or student will be placed in a situation where they are alone with a child or group of children.
- 5.4.6 All visitors and students at Northside will always act to keep children and themselves safe.
- 5.4.7 If staff members are concerned for the safety of a child or do not consider that a person at the service is safe for children, they will exercise their duty of care by raising their concerns with the Nominated Supervisor.
- 5.4.8 Any visitor to the Early Childhood Centre who violates the conditions relating to their visit are to be requested to leave the Centre immediately.

6 Breaches and Penalties

6.2 Breaches

- 6.2.1 Breaches of this policy must be reported immediately to the Chief Executive Officer (CEO) or nominee. Confidentiality will be maintained where appropriate.

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

6.3 Penalties

6.3.1 If Northside believes that unethical or illegal activities, or activities inconsistent with Northside's purpose or mission have occurred, these processes will be followed:

6.3.1.1 An investigation will take place to determine potential breaches;

6.3.1.2 Where an employee has breached this Policy, and the offence is judged to be serious, the procedures outlined in the Northside **Grievance Policy** will be followed; and

6.3.1.3 Where a breach involves illegal activities, Northside has an obligation to report these to the relevant external law enforcement agencies, and individuals may be subject to prosecution.

7 Audits

7.2 All records will be subject to ongoing assurance and audits. All records belong to Northside. In most cases, these will be admissible as evidence and are subject to the relevant Territory and Federal Laws.

7.3 The Director of Compliance and Quality is responsible for the development of an audit plan overseeing Early Childhood Centre compliance and facilities maintenance.

7.4 The Director of Compliance and Quality is to provide a report to the CEO in relation to the results of audits undertaken during the period.

8 Roles and Responsibilities

8.2 Roles and responsibilities are detailed below:

8.2.1 The Approved Provider (Northside) is responsible for:

8.2.1.1 Ensuring that this policy follows the requirements of the Education and Care Services National Law and National Regulations and the general duty of care to all children.

8.2.1.2 Ensuring policies are subject to regular review.

8.2.1.3 Ensuring children's attendance records are kept, including each child's name and the date and time they arrive & depart.

8.2.2 The Northside Enrolments Team are responsible for:

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

8.2.2.1 Ensuring that the Northside enrolment forms are completed in full upon return, including the required authorisations.

8.2.3 Nominated Supervisors are responsible for:

8.2.3.1 Ensuring all educators, employees & families are notified of any changes to policies and procedures.

8.2.3.2 Ensuring Policies and Procedures are kept available & accessible.

8.2.3.3 Ensuring educators and employees follow policy & procedures.

8.2.4 The Responsible Person on Duty is responsible for:

8.2.4.1 Supporting educators to always implement this policy;

8.2.4.2 Ensuring that all children are collected from the Centre only by people authorised to do so.

8.2.4.3 Monitoring the Qikkids Kiosk to ensure that all children have been signed into or signed out of the Centre.

8.2.5 Educators are responsible for:

8.2.5.1 Notifying the Nominated Supervisor or Responsible Person on Duty if a person arrives at the Centre to collect a child and they are unsure if they are authorised to do so.

8.2.5.2 Ensuring that all children are collected from the Centre only by people authorised to do so.

8.2.5.3 Following Policies and Procedures.

9 Associated Documents

9.2 Associated Northside Documents

9.2.1 Northside Grievance Policy

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

- 9.2.2 Centre Visitor Log
- 9.2.3 Early Childhood Centres Authorisation Procedure
- 9.2.4 Excursion Procedure
- 9.2.5 Early Childhood Centre Safety Policy
- 9.2.6 Early Childhood Centre Incident Response Policy
- 9.2.7 Early Childhood Governance Policy
- 9.2.8 Enrolment & Orientation Policy

10 Definitions

- 10.2 **Northside** – Northside Community Service, including all programs operated by the organisation.
- 10.3 **Employee** - means the employees of Northside, and contractors, sub-contractors and consultants employed by Northside, apprentices or trainees, students gaining work experience, and volunteers, whilst they are on Northside property or engaged on Northside business.
- 10.4 **Nominated Supervisor**- The qualified staff member (usually the Centre Director) who has been legally appointed with relevant documentation as the Nominated Supervisor of a particular centre.
- 10.5 **Responsible Person on Duty**- The person in charge of the service when the Nominated Supervisor is absent and marked as such on the Responsible Person Record.
- 10.6 **Educator**- Early Childhood practitioners who work directly with children in early childhood settings.
- 10.7 **Student**- A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.
- 10.8 **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.
- 10.9 **CECA: Children’s Education and Care Assurance**- The regulatory authority in the ACT that undertakes investigation, compliance, enforcement, and assessment and rating functions against the National Quality Standard.
- 10.10 **Volunteer**- A person who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity.


Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children’s services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service

CHILD-SER-POL-05

EARLY CHILDHOOD CENTRE AUTHORISATION POLICY

11 Document Control and Version History

11.2 Document Control

Document Reference:	Early Childhood Centre Authorisation Policy
Status:	Approved
Approval Authority:	Anna Whitty – Chief Executive Officer
Signature of Approval Authority:	
Approval Date:	11/5/2023
Effective Date:	11/5/2023
Review Date:	11/5/2024
Functional Unit:	Children's Services
Enquiries Contact:	Name: Anna Whitty Position: Chief Executive Officer Phone: 02 6171 8000 Email: anna.whitty@northside.asn.au

11.3 Version History

Revision Date	Version No.	Brief reason for change	Reference Sections

Document Type: Policy	Doc Ref No.: CHILD-SER-POL-05	Distribution: Children's services
Version No.: V1	Effective Date: 11/5/2023	Northside Community Service