

the Y Ballarat – Acceptance and Refusal of Authorisations Policy

Policy Number	Date Approved	Date Last Amended	Status
CP009 - PO	04/06/2020	29/03/2019	Final

1. PURPOSE

The transfer of duty of care is an essential practice in the Children's Services environment. To ensure this is a legally binding and transparent process, this policy outlines all YMCA Children's Services obtaining, accepting and refusing written authorisations from families or authorised nominees of all children, to assist the provision of a safe and informed education and care service.

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.

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

Ballarat YMCA Children's Services (YMCA) is committed to:

Ensuring the safety and wellbeing of all children attending the service and meeting its duty of care obligations under the law.

3.1 Authorised Nominees

It is YMCA policy to obtain written authorisation from parents or other appropriate authorised nominees, either through consent given as a part of the child's enrolment information, or on other appropriate documentation.

3.2 Additional Authorised Nominees

The YMCA will seek written confirmation as part of the enrolment process of other nominated authorised nominees able to collect or administer consent to the child's activities in accordance with the duties as outlined in 'Section 5 Definitions' at the service. These nominees can be updated by parents and guardians at any time.

3.3 Enrolment Authorisations

As the approved provider, the YMCA will ensure the enrolment form contains information required to be obtained by Law or as determined by YMCA policy.

3.4 Refusal of Authorisations

The YMCA reserves the right to refuse a child's enrolment if the enrolment form has not been completed accurately by a parent or guardian or is incomplete, including but not limited to medical and health information, contact details, account information and prohibitive custody orders.

4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

5. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

Term	Definition
Attendance record:	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting

	the child or of the Nominated Supervisor or educator (Regulation 158(1)).
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 service. These details will be on the child's enrolment form.
Inappropriate person:	A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).
Medication record:	Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.

6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169, 174
- *Education and Care Services National Regulations 2011*: Regulations 90, 92, 93, 94, 95, 96, 136, 137
- *Health Records Act 2001* (Vic)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Information Privacy Act 2000* (Vic)
- *Privacy Act 1988* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

7. SUPPORTING DOCUMENTS

- Australian Children's Education and Care Quality Authority (ACECQA):
www.acecqa.gov.au
- National Early Years Learning Framework (EYLF)
- My Time, Our Place: Framework for School Age Care in Australia

- Victorian Early Years Learning and Development Framework (VEYLDF)
- National Priority of Access Guidelines
- United Nations Convention on the Rights of the Child
- Early Childhood Australia Code of Ethics
- National Quality Standard Guide 6: Partnerships with Families
- Family Law Act 1975

8. Approval and Review

Approved By: Executive Management Group
Meeting Name: Executive Management Meeting
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Amendments

Version	Date	Author	Change Description
V1	June 2020	Alicia Pratt	Minor