

Acceptance and Refusal of Authorisations Policy

1. Purpose

Y Whittlesea is committed to ensuring that all required authorisations are obtained, managed, and reviewed to protect the health, safety, and wellbeing of children and to meet the requirements of the Education and Care Services National Law and Regulations.

2. Scope

This policy applies to **all educators, staff, students, volunteers, families, and management** within Y Whittlesea Early Years services.

3. Policy Statement

Y Whittlesea will:

- Obtain and document appropriate **written authorisations** from parents or guardians in all required matters under the Education and Care Services National Regulations.
- Refuse or request amendments for authorisations that are incomplete, inaccurate, or do not meet legal or policy requirements.
- Ensure authorisations are up-to-date and reviewed regularly.
- Prioritise **children's safety, dignity, and best interests** in all decisions relating to authorisations.

4. Key Areas Requiring Authorisation

- Authorisations are required for (but not limited to):
- Administration of medication
- Administration of medical, dental, or first aid treatment
- Emergency ambulance transportation
- Transportation of children (including regular transportation and excursions)
- Safe arrival and collection of children from the service
- Incursion and excursion attendance
- Water-based activities
- Taking of photographs by people other than educators
- Enrolment details including nominated contacts and authorised persons
- Children leaving the premises with someone other than a parent/guardian
- Application of sunscreen and insect repellent

For detailed regulatory requirements for each type of authorisation, educators and staff must refer to the **Education and Care Services National Regulations** and **ACECQA guidelines**.

5. Refusal of Authorisations

Y Whittlesea will refuse authorisations if:

- They are incomplete or incorrectly completed
- The person providing authorisation is not listed as an authorised person
- They breach National Regulations, Child Protection Legislation, or service policies
- Safety concerns exist (e.g. authorised collector appears under the influence of drugs or alcohol)
- In such cases:
- Families will be notified of the reason for refusal
- Alternative arrangements will be discussed

The refusal will be documented using the Refusal of Authorisation Record

6. Related policies and procedures:

- Enrolment and orientation
- Excursion and regular outings
- Medical Conditions & associated procedures
- First aid
- Accident, injury, trauma and illness
- Child safe environment
- Safe guarding children and young people

7. **Legislative and Industry Requirements:** [Link](#) to Legislative Compliance Register
8. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
9. **Policy owner:** The GM Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
10. **Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
4.0	Updated to be plain English	Michele Rowse	10/7/25	July 2025
3.0	Separated Policy and Procedure	Farryn Burrill	1/11/2024	
2.0	Reviewed and approved	Children and families leadership team	29/03/2019	29/03/19
1.0	Policy Creation	Taryn Nelson	30/08/2012	30/08/12