



Wesley Out of School Hours Care policy

Acceptance and Refusal of Authorisations

1. Purpose

Wesley Out of School Hours Care (WOOSH) will request authorisation from families when required to ensure the safety of the children and staff and may refuse a request unless the appropriate authorisation is provided. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in writing, however in some circumstances staff discretion may be used.

2. Scope

This policy applies to the staff, clients and visitors of WOOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.1	Each child's health and physical activity is supported and promoted
QA2	2.2	Each child is protected

National Regulations (r) and National Law (s)

r92	Medication record
r93	Administration of Medication
r99	Children leaving the education and care service premises
r102	Authorisation for excursion
r160	r160 Child enrolment records to be kept by approved provider
r161	r161 Authorisations to be kept in enrolment record
S165	Offence to inadequately supervise children
S167	Offence relating to protection of children from harm and hazards

My Time, Our Place

LO1	Children feel safe, secure and supported
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3. Policy statement

WOOSH will adhere to “The Education and Care Services National Regulations” which requires services to ensure that an authorisation is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children
- Children leaving the premises of a service with a person who is not a parent of the child
- Children being taken on excursions
- Access to personal records

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OOSH service.

4. Principals

Wesley Out of School Hours Care will ensure that:

- Documentation relating to authorisations (permission) from families is obtained. This documentation will contain the following information:
 - The name of the child enrolled in the service
 - The date
 - Authorisation of the child’s parent/guardian
 - Details of an extra-curricular activity including the time of departure and return
 - The original form/letter provided to the service
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations with the child’s enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances, verbal authorisation may be accepted at the discretion of the Area Coordinator, Centre Coordinator, Responsible Person in Day to Day Charge or Nominated Supervisor. This would be relevant in situations where there has been an emergency situation and no one from the child’s authorised list is able to collect the child. An email or text message is suitable as written authorisation.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered.



5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

6. Consultation & Approval

This policy has been developed in consultation with the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.