



ACT
Government

Education

ACT PUBLIC PRESCHOOL – ACCEPTANCE AND REFUSAL OF AUTHORISATION PROCEDURE

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This procedure has been developed with reference to *The Acceptance and Refusal of Authorisations Policy*; the *Guidelines for dealing with family law related issues in schools*; and the *Unwelcome Visitors to School Handbook*.

1. Overview

- 1.1. All Education ACT staff members are committed to ensuring the safety and wellbeing of all children attending ACT public preschools. This involves the effective management of records relating to authorisations provided by parents and guardians of enrolled students.
- 1.2. This procedure provides a commitment that prioritises working with parents and guardians to support the safety and wellbeing of all children enrolled in ACT public preschools.
- 1.3. This procedure establishes a framework that underpins practice in relation to the acceptance and refusal of authorisations.

2. Rationale

- 2.1. In accordance with conditions outlined within the ACT Education Directorate's Provider Approval, this procedure aims to comply with the requirements set out within the [Education and Care Services National Regulation 2011](#).
- 2.2. Processes within this procedure aim to strengthen practices surrounding the provision of a child safe environment, in consultation with parents, guardians and authorised nominees.
- 2.3. It prioritises the safety and wellbeing of all children enrolled in ACT public preschools.
- 2.4. This procedure applies to all ACT public preschools, principals who have accepted the role of nominated supervisor, Directorate staff, parents, guardians, and authorised nominees over the age of 16.

3. Procedures

- 3.1. The principal/nominated supervisor is responsible for ensuring that parents or guardians complete the Preschool Parent's and Guardian's Authorisation Form, as part of initial enrolment processes.
- 3.2. The minimum age of an authorised nominee is 16 years.
- 3.3. The *Nomination of an authorised nominee* form must be maintained, reviewed and kept up to date in each child's enrolment file.
- 3.4. The principal is responsible for ensuring names of parent's, guardians and authorised nominees are to be made available to preschool staff.
- 3.5. The principal must ensure authorisations are sought from parents, guardians and authorise nominees when handling matters set out in the Regulations 92, 93, 94, 99, 102, 160 and 161 of the [Education and Care Services National Regulation 2011](#). These include seeking authorisation surrounding: the collection/release of children; the administration of medication; medical treatment of a child including transportation of

children by ambulance service; the authorisation for the attendance at excursions (including regular outings within the local community); and the authorisation of any person who is authorised to authorise an educator to take a child outside the preschool premises. An authorisation form for parents and guardians that support these processes, are listed below in 8.3.

4. Responsibilities

- 4.1. The principal/nominated supervisor is responsible for ensuring processes are in place to support this procedure.
- 4.2. The principal/nominated supervisor is responsible for ensuring all authorisation forms and requests meet requirements set out within the [Education and Care Services National Law \(ACT\) Act 2011](#) and [Education and Care Services National Regulations 2011](#).
- 4.3. The principal/nominated supervisor is responsible for ensuring
- 4.4. The principal/nominated supervisor is responsible for refusing authorisations where the wellbeing, health or safety of a child may be compromised.
- 4.5. All Education ACT staff are responsible for the day to day implementation of these processes and must ensure that decisions in relation to children are only made by those who are authorised to do so.
- 4.6. Parents, guardians and authorised nominees are responsible for sharing current and up to date records with the school, relating to personal contact details and that of any authorised nominees.

5. Contact

- 5.1. The Director, School Improvement is responsible for this procedure.
- 5.2. For support contact School Operations on 6205 3313 or email SchoolOperations@act.gov.au

6. Complaints

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
 - the school principal in the first instance;
 - ACT Education's Regulatory Authority, *Children's Education and Care Assurance* on (02) 6207 7581;
 - online at http://www.det.act.gov.au/contact_us; or
 - see also the [Complaints Policy](#) on Education ACT's website.

7. References

7.1. Definitions

- **Authorised nominee:** a person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
- **Authorised person:** A parent or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.

7.2. Legislation –

- [Education and Care Services National Law \(ACT\) Act 2011](#).
- [Education and Care Services National Regulations 2011](#)

8. Related Policies and Implementation Documents

- 8.1. Family Law Policy
- 8.2. Family Law Guidelines Dealing with Family Law Related Issues in Schools
- 8.3. Dealing with Unwelcome Visitors handbook
- 8.4. Preschool Delivery and Collection of Children Procedure
- 8.5. Preschool Enrolment and Orientation Procedure
- 8.6. Preschool Excursion Procedure
- 8.7. Records Management Policy
- 8.8. Access to Student Records Policy
- 8.9. Preschool Medical Conditions Procedure
- 8.10. Preschool Written Authorisations Enrolment Insert