



## Acceptance and refusal of authorisations

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations | Associated department policy,<br>procedure or guideline  | Reference document(s) and/or<br>advice from a recognised<br>authority  |
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| <p><b>NQS: 7.1</b></p> <p><b>Regulations: 92, 93, 99, 102, 102D, 161</b></p>                         | <p>Leading and operating department preschool guidelines</p> <p><a href="#">Enrolment of Students in NSW Government Schools</a></p> <p><a href="#">Department preschool enrolment procedures [PDF 154 KB]</a></p> <p><a href="#">Application to enrol in a NSW Government Preschool [PDF 893 KB]</a></p> <p>Application to enrol in a NSW Government Preschool – <a href="#">translated versions</a></p> | <p>ACECQA's policy and procedures guidelines – <a href="#">Acceptance and refusal of authorisations [PDF 260 KB]</a></p> |

## Responsibilities

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| <p><b>School principal</b></p> | <p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times.</li> </ul> |
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|   | <ul style="list-style-type: none"> <li>• all staff involved in the preschool are familiar with and implement this procedure.</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>  |
| <b>Preschool supervisor</b>                 | <p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities.</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul> |
| <b>Preschool teacher(s) and educator(s)</b> | <p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure.</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers.</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually.</li> <li>• details of this procedure's review are documented.</li> </ul>   |

## Procedure

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| <b>Collecting authorisations</b> | <ul style="list-style-type: none"> <li>• The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent authorisations and consent for the following circumstances: <ul style="list-style-type: none"> <li>— illness, accident, and emergency treatment</li> <li>— transportation in a medical emergency</li> <li>— permission to publish (information about the child)</li> <li>— permission for the child to use online services (the internet)</li> <li>— consent to seek information from other organisations or government departments about the child based on information provided in Section A of</li> </ul> </li> </ul> |
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|                                  | <p>the form related to learning and support needs, special needs, health conditions, required risk assessments and children’s needs noted within the application, from other prior to school services, organisations, or NSW Government departments.</p> <ul style="list-style-type: none"> <li>• In the preschool enrolment form, parents list nominees they authorise to: <ul style="list-style-type: none"> <li>– collect their child from preschool (authorised collectors)</li> <li>– consent to medical treatment and authorise the administration of medication for their child.</li> <li>– authorise the child being taken away from the preschool premises for an excursion.</li> <li>– transport their child or arrange transportation of their child.</li> </ul> </li> <li>• The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> <li>– application by an adult of sunscreen or insect repellent to a child</li> <li>– administration of medication</li> <li>– authorisation to leave the preschool premises for a regular outing or an excursion.</li> <li>– authorisation to transport children (other than on an excursion)</li> </ul> </li> </ul> |
| <b>Communication</b>             | <ul style="list-style-type: none"> <li>• Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class by the school office.</li> </ul> <p>This information is kept in a folder in each class’s evacuation bag.</p> <ul style="list-style-type: none"> <li>• This summary clearly indicates if a parent does not authorise or consent to any of the items.</li> <li>• The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool in each class’s evacuation bag.</li> <li>• All staff refer to this information to ensure any non-authorisations are complied with and that a child only leaves the preschool according to the written authorisation of their parent.</li> </ul>  |
| <b>Changes to authorisations</b> | <ul style="list-style-type: none"> <li>• A parent may choose to change or vary the authorisations they have given. In this case, the new information must be communicated between the preschool and school office and the child’s enrolment record updated accordingly.</li> <li>• All staff must then be informed of the change by the Preschool Supervisor.</li> </ul>  |

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|                 | A copy of the email notifying of new authorisations is then attached to the child's details in the authorisations folder.   |
| <b>Refusals</b> | <p>To be accepted as valid, an authorisation must include the date, name and signature of the child's parent or authorised nominee (as authorised in the enrolment form). In some circumstances, the principal can refuse a parent's authorisation, for example:</p> <ul style="list-style-type: none"> <li>• where the preschool is asked to administer medication that is not in its original container (Regulation 95)</li> <li>• when leaving the service, the parent, authorised nominee, or person as listed in regulation 99 does not appear to be fit to take the child.</li> </ul> |

## Record of procedure's review

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| <b>Date of review</b>  | <b>6/9/23</b>  |
| <b>Who was involved</b>  | Preschool Supervisor, educators  |
| <b>Key changes made and reason why</b>   | Changed to new template  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off</p> <p>Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&amp;C representatives.</p> <p>Parents: notified via Seesaw</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |