

# YMCA Victoria- Acceptance and Refusal of Authorisations in Children's Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG140-O	26/03/2013	01/06/2016	APPROVED

## 1. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS IN CHILDREN'S SERVICES POLICY

### 2. INTRODUCTION

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.

### 3. POLICY

3.1 It is YMCA policy to obtain written authorisation from parents or other appropriate authorised nominees, either through written consent on the child's enrolment information, or on other appropriate documentation in the following situations as part of the Education and Care service;

- Administration of Medication to a child, except in the case of emergency asthma or anaphylaxis or other emergency where directed otherwise by emergency services or medical practitioner
- In the case of an emergency administration of medication, parents/guardians will be notified as soon as practical in accordance with the Administration of Medication Policy
- Prior to the taking of a child on a planned excursion or routine outing outside the approved premises
- In the case of applying first aid, on the Administration of First Aid Form (typically received after first aid has been provided to the child whilst attending the service)
- On the child's Allergy, Anaphylaxis, diabetes or other Risk Minimisation Plan
- This must be accompanied by the child's individual Anaphylaxis, Allergy or Asthma Management Plan where appropriate
- In the case of Anaphylaxis, the Anaphylaxis Action Plan must be signed by a medical practitioner and not the parent
- Signing the daily attendance register as part of their child's arrival and or departure at the service
- Any other event deemed necessary by the Nominated Supervisor and/or as determined by a risk assessment.

#### 3.2 Other authorised nominees

The YMCA will seek written confirmation as part of the annual 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 4 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 annual enrolment form contains the following areas for annual written consent/authorisations;

- Administering water resistant SPF 30+ sunscreen
- Obtaining approval for the taking of photos, including for internal use (curriculum evaluation and documenting learning stories and other learning outcomes) and external use (brochures, website, billboard, posters)
- Direct Debit Financial authorisation to debit credit card or bank account for payment of services used if applicable
- Read and understood the Family Handbook and understand all policies and procedures
- Any other information required to be obtained by Law or as determined by YMCA policy

### 3.4 Refusal of Authorisations/attendances

- The YMCA reserves the right to refuse a child's enrolment if the enrolment form requirements have 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.
- All bookings must be made in writing by utilising documentation provided by the service (eg. Booking forms).
- Any further last minute bookings or changes to bookings after the closing date can be made using the provided documentation or by other means of written communication (eg. email).
- Cancellations must also be made in writing by the dates specified each program, or with supporting medical certificates, or within a reasonable time frame (no less than 24 hours) Please see cancellation policy for further information – Note that Fees and Charges are associated with cancellation of any booking.
- Under no circumstances will staff accept a new enrolment over the phone.
- Note: In the case where an amendment or clarification is required regarding a previously completed and authorised Administration of Medication Form, a verbal update over the telephone or other means is considered acceptable.
- The YMCA reserves the right to refuse attendance of a child if:
  - The child's behaviour falls outside the scope of services and support that can be provided. YMCA will endeavor to refer individuals to appropriate alternative services.
  - A child displays any behaviour which will cause harm to the child/young person, or others including staff and other children/young people.
  - The child and/or family/guardians pose a threat to staff or the organisation
  - Previous outstanding amounts have not been paid
  - A child will be refused entry to the service if medication provided is out of date or not within its original packaging
  - The number of booking requests outweighs number of available staff  
Note. Funding received from Barwon Inclusion Support Agency for additional needs support staff may vary each program. Funding may only assist in wages for a certain amount of staff therefore fair access must be considered for all when approving booking requests. This may result in families only having access to some of the days requested rather than all. Please also be aware that bookings are processed in the order of which they are received.
  - Bookings for excursion days are limited, as are any centre-based days where staffing may be limited (to meet child:staff ratios). Bookings may not be available if all places have been taken, at which point children will be placed on a waiting list.

#### 4. DEFINITIONS

*Authorised Nominees*- Means a person who has been given permission by a parent or family member to collect the child from the education and care service, authorise the administration of medication to the child and authorised to authorise an educator to take the child outside the education and care service premises.

*Parent*- For the purposes of this policy, a parent does not include a parent who is prohibited by a court order from having contact with the child.

#### 5. SCOPE

The scope of this policy applies to all approved Children’s Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care, Early Learning Centres and Kindergartens.

#### 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (i.e. policy compliance). Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Community Programs Co-ordinator	The Senior Management Team is responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children’s Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

#### 7. MONITORING, EVALUATION AND REVIEW

The Acceptance and Refusal or Authorisations Policy will be reviewed three years from the date of initial approval.

The ongoing monitoring and compliance to this policy will be overseen by Centre/Service Managers. Each program will complete an annual self-assessment against this policy and the legislated standards from which it was drawn. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by the policy owner using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical. The active engagement of all key stakeholders will ensure the policy is reviewed in accordance with the YMCA Victoria Policy Framework and National Quality Framework.

**8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [YNET Policy Library](#) including;
  - a. Medical Conditions Policy
  - b. Administration of First Aid Policy
  - c. Administration of Medication Policy
  - d. Orientation and Enrolment Policy

**7. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

Approved by: Chief Executive Officer

Meeting number and date: SMT 09 August 2016

Review date: 09/08/2019

Policy Owner: Kimberley Maher, Community Programs Co-ordinator

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	01/06/2016	Kimberley Maher	Clause 3.4 updated

As adopted and reviewed by the YMCA of Geelong Inc on 09/08/2016



Chief Executive Officer YMCA Geelong Inc.