

## 14. The Acceptance and Refusal of Authorisations

### Purpose

The OSHC service must have clear processes to ensure that all requirements relating to authorisations are met as determined by the law. These policies specifically outline for educators and families what steps must be taken to ensure children are safe when being educated and cared for.

Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities. Effective partnerships support children's access, inclusion and participation in the program.

### Scope

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| NQS Quality Area 6                      | Collaborative Partnerships with Families & Communities |
| Standard 6.2 Collaborative Partnerships | Element 6.2.1 – Transitions                            |
| Standard 6.2 Collaborative Partnerships | Element 6.2.2 – Access and Participation               |

### Process/guidelines

In particular, the authorisations relate to:

- administering medication to children;
- children leaving the premises in the care of someone other than their parent/guardian; and
- children being taken on excursions.

The guidelines associated with these authorisations can be found in the following policies:

- Administering Medication to Children, Policy number 5.
- Children Leaving the Premises in the Care of Someone other than their Parent/Guardian, Policy number 7.
- Children Being Taken on Excursions, Policy number 8.

### Roles and Responsibilities

The Director will ensure compliance with each relevant policy including the documentation, appropriate authorisation and review.

### Monitor, report and review

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|-------------|-------------------------------|------------|
| Author      | School Principal Sharron Ward | March 2020 |
| Recommended | OSHC Management Committee     | April 2020 |
| Approved    | Governing Council             | June 2020  |
| Review Date |                               |            |