



Dubbo West Public School Preschool

Procedure: Acceptance and Refusal of Authorisations

Education and Care Services National Law or Regulation:

99

Links to National Quality Standard:

2.2

Associated Department Policy, Procedure or Guidelines:

Preschool- Obtaining parent's authorisation and consent

Date to be reviewed:

February 2021



Introduction:

Dubbo West Public School Preschool will obtain authorisation and consent from parents and authorised nominees as needed.

Aims:

- To ensure Dubbo West Public School Preschool obtains the necessary authorisation and consent as required.
- To ensure that all staff are aware of which children have consent and who in their family is able to provide consent.

Procedures:

Only a parent or caregiver (unless prohibited by court orders), or authorised nominee can take a child from preschool. Exceptions are made in an emergency, or if a family has given authorisation for the child to be taken on an excursion. (Reg. 99 and 161)

Details of authorised persons are documented in the preschool enrolment form. This information is collated in a list for quick reference that is stored in the emergency supplies drawer. This may be updated, in writing, by the family at any time. If the authorised collector is not known to the preschool educators, they must confirm their identity with photo identification, such as a driver's licence.

Daily information (around who is collecting the child on that day) is recorded on the sign-in sheet at drop-off. This includes their contact phone number.

Upon enrolment, Dubbo West Public School will obtain the following authorisations from parents or from authorised nominees in the form of signed written permission notes:

- Children being taken on incursions and regular outings
- Medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance
- Collection of children from preschool - when leaving the premises in the care of someone other than the parents
- Photographs being taken of children
- Application of sunscreen
- Consent for children's photos and learning stories to be put on digital media platforms, such as Kinderloop.

All authorisations and refusals are kept in the child's enrolment record.

Non-authorisations are documented on the class background information sheet, stored in the Staff Induction folders and the Educational Program folders.

Collection by a person under 18:

It is at the principal's discretion to approve collection by a person under 18, after interviewing the family. If approved, the collector should be recorded by the family in the enrolment form as an authorised collector.