



CAMP GAN YISROEL NSW
Chabad Youth NSW

Acceptance & Refusal of Authorisations Policy

Aim

This policy outlines the procedures to be followed when:

- obtaining written authorisation from a parent/guardian or a person authorised and named in the enrolment record; and
- refusing written authorisation from a parent/guardian or a person authorised and named in the enrolment record.

Related Policies

- Management and Confidentiality Policy
- Enrolment Policy
- Medical Conditions Policy

Who Is Affected by This Policy

- Children
- Families
- Carers
- Management

Implementation

The Approved Provider is responsible for:

- ensuring parents/guardians are provided with a copy of all service policies
- ensuring the Nominated Supervisor and all staff follow the policies and procedures of the service
- ensuring all parents/guardians have completed the authorised nominee section of their child's enrolment form, signed and dated before the child is enrolled
- ensuring permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion
- ensuring an attendance record is maintained to account for all children attending
- keeping a written record of all visitors, including time of arrival and departure
- ensuring that where children require medication to be administered by staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record
- ensuring staff do not administer medication without authorisation, except in an emergency, including an asthma or anaphylaxis emergency
- ensuring a child participates in an excursion only with written authorisation of a parent/guardian or authorised nominee



- ensuring a child departs only with a parent/guardian or authorised nominee, or with their written authorisation, except in a medical emergency or excursion
- ensuring procedures are in place if an inappropriate person attempts to collect a child
- developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies

Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider will:

- immediately explain to the parent/guardian that their written authorisation contravenes service policy and cannot be accepted
- ensure the parent/guardian is provided with a copy of the relevant service policy and understands the reasons for the refusal
- request that an appropriate alternative written authorisation is provided that complies with the relevant policy
- ensure procedures in the relevant policy are followed where a parent/guardian cannot be immediately contacted
- follow up with the parent/guardian, where required, to ensure an appropriate written authorisation is obtained

The Nominated Supervisor is responsible for:

- following the policy and procedures of the service
- ensuring medication is not administered without authorisation, except in an emergency, including an asthma or anaphylaxis emergency
- ensuring a child only departs with a parent/guardian or authorised nominee, or with their written authorisation, except in a medical emergency or excursion
- ensuring a child is not taken outside the premises on an excursion except with written authorisation
- informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies

Certified Supervisors and other educators are responsible for:

- following the policies and procedures of the service
- checking that parents/guardians sign and date permission forms for excursions
- checking that parents/guardians or authorised nominees sign the attendance record as their child arrives and departs
- administering medication only with written authorisation, except in an emergency, including an asthma or anaphylaxis emergency
- allowing a child to participate in an excursion only with written authorisation
- allowing a child to depart only with a parent/guardian or authorised nominee, or with their written authorisation, except in a medical emergency or excursion
- following procedures if an inappropriate person attempts to collect a child
- informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies



Parents/guardians are responsible for:

- reading and complying with the policies and procedures of the service
- completing and signing the authorised nominee section of their child's enrolment form before their child commences
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives and departs
- providing written authorisation where children require medication to be administered by staff, signed and dated for inclusion in the medication record

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Sources

- Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)

Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

Last reviewed: June 2026

Date for next review: June 2027