



Out of Hours School Care Acceptance and Refusal Policy

Policy Statement

Acceptance and refusal of authorisation describes the circumstances in which the Out of School Hours Care (OSHC) Program must obtain authorisation from parent/guardians to ensure the safety and wellbeing of children across a range of circumstances. The coordinator on duty may refuse authorisation if they believe the safety or wellbeing of the child may be compromised.

Procedures and Practices

Written authorisation from parents/guardians will be required for the following:

- Administering medication to children in line with the Medication Policy
- Children leaving the premises of the service with a person who is not a parent of the child or authorised person as per enrolment form
- A child leaving the service to attend an extra-curricular activity away from the service
- The authorisation must contain:
 - name of the child enrolled in the service
 - date
 - activity the child will be participating in the time as well as the time they will return to the service (if applicable)
 - signature of the child's parent/guardian or authorised person who is on the enrolment form
- Where verbal authorisation is sought for collection of children, the coordinator will verify the caller. The collectors named and contact details will be recorded in the diary and staff will ask for photo ID before releasing the child
- A child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian
- The program may exercise the right to refuse the request if written or verbal authorisation do not comply with the requirements outlined above. The coordinator on duty also has the right to refuse the authorisation if the child's safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child's name, activity and reason why authorisation is denied must be recorded in the diary and parents will be notified via email and/or at collection of the child

Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulations 2011. Sourced August 2019.

Date Reviewed:

2nd September 2014
6th December 2016
August 2019

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August 2022