



EAST PRESTON ISLAMIC COLLEGE

**A C C E P T A N C E
A N D
R E F U S A L
O F
A U T H O R I S A T I O N S
P O L I C Y**

Updated August 2021

Purpose

This policy outlines procedures to be followed when:

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

Policy Statement

Values

East Preston Islamic College Early Learning Centre (EPIC ELC) is committed to:

- x ensuring the safety and wellbeing of all children attending the service
- x meeting its duty of care obligations under the law.

Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of EPIC ELC.

Background

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or 6.7 (uar)-6.3rom orlqui-6 ()0.7 (t)-(.4 (

Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Policy and Anaphylaxis Policy)

x ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102(4)&(5) (refer to Excursions and Service Events Policy)

x ensuring educators/staff allow a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Policy and Child Safe Environment Policy)

x ensuring that there are procedures in place if an inappropriate person (refer to Definitions) attempts to collect a child from the service (refer to Delivery and Collection of Children Policy and Child Safe EcefCCPPPP)

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