

Acceptance and Refusal of Authorisations Policy



Policy Relevant to:	Staff, Educators, Management & families
Last Reviewed:	December 2025
Next Review:	December 2027
ECS National Law:	S165, S165A, S167, S175
ECS National Regulations:	R92, r93, r94, r99, r102, r102C, r102D, r157, r160, r161, r168, r170, r171, r172
NQS:	2.2, 2.2.1, 2.2.2, 2.2.3

Rational

Under the Education and Care Services National Law and National Regulations, early childhood services are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, well-being, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature—either in written form or as an electronic signature. All authorisations and refusals are to be kept in the child's enrolment record.

Purpose

Adventure Patch's priority is ensuring the health, safety and well-being of children. We aim to ensure that all educators, staff, students and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in accordance with the nominated supervisor, Police, regulatory authority or other authorities.

Implementation

Adventure Patch will ensure we comply with the current *Education and Care Services National Regulations*, and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require parent or guardian written authorisation to be provided in matters including:

- Administration of medication to children (or support a child to self-administer medication).
- Administration of medical treatment, general first aid treatment from a registered medical practitioner, hospital, or ambulance service.
- Emergency ambulance transportation.
- Transportation - including regular outings, regular transportation.
- Safe arrival of children to the Service.
- Excursions, including regular outings.
- Incursion attendance.
- Taking of photographs by people other than educators.
- Water-based excursions



- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or to provide authority for the child to be taken outside the service.
- Children leaving the premises in the care of someone other than a parent or guardian.

Related Policies

First Aid Policy Administration of Medication Policy Child Protection Policy Child Safe Environment Policy Arrival and Departure of Children Policy Emergency and Evacuation Policy Enrolment Policy Excursion/Incursion Policy Governance Policy	Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Nutrition Policy Orientation Policy Record Keeping and Retention Policy Safe Arrival of Children Policy Safe Transportation Policy Sun Safety Policy Water Safety Policy
---	--

Sources

ACECQA. (2021). Policy and procedure guidelines. [Acceptance and refusal of authorisations.](#)
 Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
 Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/>
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations.](#) (2023).

Review History

Policy Reviewed By:	Scott Norris	DCEO	December 2025
POLICY REVIEWED	December 2025	NEXT REVIEW DATE	December 2027
Modifications	<ul style="list-style-type: none"> • Removed procedure and established a separate document • General policy maintenance checked laws and regulations • Updated policy list • Updated resource list and checked hyperlinks. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
December 2023	<ul style="list-style-type: none"> • Policy maintenance - no major changes to policy • Review regulations 	December 2025	
June 2023	<ul style="list-style-type: none"> • Policy maintenance - no major changes to policy 	December 2023	

Signed

CEO:	
Manager:	S. Norris