



WILLUNGA WALDORF SCHOOL

HEALTH & SAFETY

REFUSAL OF AUTHORISATIONS FOR A CHILD TO LEAVE THE SERVICE

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POLICY STATEMENT: Aim/ goals – What are we going to do?	To ensure the safety and well-being of children at Willunga Waldorf Kindergarten. To ensure children are collected by authorized nominees only. To ensure authorization of medication to children where applicable. To ensure permission of children for excursions. Authorisation of medical, hospital and ambulance treatment. Records maintained of each child's daily arrival and departure, and authorized nominees. To ensure children are collected by Authorised people only and safety measures are in place to protect the child's well-being. To allow permission for administering medication, medical/ambulance treatment and excursion attendance. Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees (refer to Definitions) in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to: • self-administration of medication (Regulation 96) • children leaving the service premises (Regulation 99) • children being taken on excursions (Regulation 102).
PROCEDURE: Practice/ how will it be done?	• Families to complete required documentation for their child prior to attendance at the kindergarten Families to fill in the Authorised Collectors Forms for nominees, medication, excursions and Orientation and enrolment procedures of Kindergarten to inform medical/ambulance treatment. • Children to be collected from the kindergarten by authorised persons only. No child may leave the premises with a person other than authorised persons. The enrolment form provides a space for consent of authorised nominees for the collection of children. All children are to be signed in and out each time by the accompanying adult they attend kindergarten with. The provided form to include: name of child, date, time, and adult signatory for authorisation. • Where extreme circumstances occur, a phone call from a parent or guardian may be used to authorise a person to pick up from kindergarten • Medication Authorisation to be signed by parent/guardian of the child. Medication to be administered strictly as directed by authorised statutory. • Authorized permission required for attendance of excursions, medical and ambulance treatment as required. • Copies of Court Orders will be kept at the school front office and in the office files

	- Willunga Waldorf School and Kindergarten acts in accordance with current court orders. Parents who have limited access to their children via a custody order will be required to honor this during preschool hours. Failure to do this will result in the Principle/ Authorised Supervisor / Certified supervisor/ Management informing the custodial parents and / or police - All information that is required in a Court case must be subpoenaed by parents/ guardians
Regulations and National Quality Standards	<u>National Regulations</u> - Collection of children from premises and excursions, 99 – 102. - Child enrolment records to be kept by approved provider and family day care educator, 160. - Authorisations to be kept in enrolment record, 161. - Education and care service must have policies and procedures, 168(2)(m). - Policies and procedures to be followed, 170. <u>National Quality Standard</u> - QA2: Children's Health and Safety 2.2: Safety. Each child is protected - QA6: Collaborative Partnerships with families and communities 6.1.1: Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.
Related Policies and Procedures	- Staffing - Incident, injury, trauma, illness Policy - Emergencies Evacuation Policy - Administration of First Aid Policy
Source Documentation	- Education and Care Services National Regulations 2011 https://www.acecqa.gov.au/nqf/national-law-regulations - Education and Early Childhood Services (Registrations and Standards) Act 2011 https://www.acecqa.gov.au/nqf/national-law-regulations - Early Years Learning Framework https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf - National Quality Standard https://www.acecqa.gov.au/
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