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| Policy Name: | Acceptance and Refusal of Authorisations Policy | Policy Number: | ELP-028 |
| Date Approved: | 13 th December, 2017 | Approved By: | Management Committee |
| Date Issued: | 14 th December, 2017 | Review Date: | 13 th December, 2020 |

1. Aim

Early Links is committed to providing clear and transparent policies and procedures for authorisations to promote understanding of parent/carer and staff responsibilities.

The purpose of this document is to set out the authorisations required by parent/carers.

The supporting systems and procedures will ensure that there are some guidelines and consistency around how we implement this policy.

2. Scope

This policy applies to children/young people, employees, volunteers and families of Early Links programs.

3. Policy

3.1 Written Authorisation

Where authorisation is required, either to comply with National Regulations, NDIA Business Rules or to comply with Early Links policies, our service requires that the authorisation by a parent/carer is provided in writing and is dated.

This includes but is not limited to:

- Request for Service.
- Agreement of Service.
- Consent to share information with other professionals involved in the care of the child/young person.
- Consent to photograph or take video.
- Service Delivery Plan.
- Child Transport Permission.

The format of written authorisations required under the national law must comply with the regulations.

Most authorisations will be included in the Commencement with Service Form (in development). Separate authorisation forms will be provided to parents as appropriate.

3.2 Verbal Authorisation

Early Links does not accept verbal authorisation except in situations requiring:

- Request for service.
- Consent to share information with other professionals - this will be recorded by the staff member in the child's file.
- Service Provision – where all other attempts for written consent have been exhausted.

3.3 Change of Authorisation

Parents/carers have the right to change their authorisation at any time. Such changes need to be communicated in writing to an Early Links staff member who will communicate this to the Program Manager and any other staff involved with the child.

3.4 Advocacy/legal advice/independent support

Early Links welcomes in the inclusion of support for families which is external to the organisation, to assist families in their interactions with Early Links. Assistance may be provided by a friend, family member, translator, advocate or anyone else who is acceptable to the family/person. Where necessary, Early Links will offer assistance to a family by making a referral to an advocacy service with the consent of the family.

This policy must be read in conjunction with the policy and procedure/s which supports this policy.

Intake and Referral Policy

Commencement with Service Policy

Medical Conditions Policy

Photography Policy

Physical Environment (Resources, Cleaning, Water Safety and Safety Checks) Policy

Child Transportation Policy

4. References

Disability Service Standards

| Standard 1 – Rights | |
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| Practice Requirement 1 | Each person is aware of their rights and can expect to have them respected |
| Practice Requirement 2 | Service providers are to uphold and promote the legal and |

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| | human rights of each person |
| Standard 5 - Service Access | |
| Practice Requirement 2 | Service providers have clearly defined processes to access services |
| Standard 6 - Service Management | |
| Practice Requirement 1 | Each person receives quality services which are effectively and efficiently governed |
| Practice Requirement 2 | Each person receives quality services that are well managed and delivered by skilled staff with the right values, attitudes, goals and experience |

NQS

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| QA2 | 2.3.1 | Children/young people are adequately supervised at all times |
| | 2.3.2 | Every reasonable precaution is taken to protect children/young people for harm and any hazard likely to cause injury. |

National Regulations

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| Regs | 92 | Medication record |
| | 93 | Administration of medication |
| | 99 | Children/young people leaving the education and care service |
| | 102 | Authorisation for excursions |
| | 160 | Child enrolment records to be kept by approved provider |
| | 161 | Authorisations to be kept in enrolment record |
| | 168 | Education and care services must have policies and procedures |

Education and Care Services National Regulations 2011

National Quality Standard

5. Persons Responsible

All employees are responsible for:

- Implementing this policy.
- Ensuring that authorisations have been provided by families before undertaking any of the activities detailed in this policy.

Program Manager is responsible for:

- Co-ordinating the Commencement with Service process.

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Management Committee is responsible for:

- Approval of this policy.

6. Definitions

Early Links – all Early Links services and programs.

Management Committee – the governing body of Early Links, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation.

Manager – refers to the General/Program/Operations Manager.

Family – refers to the parents/caregivers of the children/young people that receive support from Early Links.

Visitor – any person who is visiting an Early Links service who is not a staff member, client or family.

Document review history

| <i>Date</i> | <i>Section</i> | <i>Change</i> |
|---------------|----------------|--|
| November 2017 | All | Updated role title from Service Manager to General Manager |

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