



SPLASH CENTRE

Outside School Hours Care
34/76 Trevenar Street, Ashbury NSW 2193

Acceptance and Refusal of Authorisations

Policy and Procedure

Policy version	2026.1 (Revised)
Approved by	Splash Management
Date approved	June 2026
Date of next review	June 2027
Responsible officer	Nominated Supervisor supported by Responsible Persons
Audience	Educators, staff, volunteers, families, regulatory authorities

PART A POLICY

1. Policy title

Acceptance and Refusal of Authorisations Policy

2. Policy statement

Splash Centre is committed to ensuring the safety, health, wellbeing and best interests of every child in our care. We have comprehensive, child-safe processes in place for managing authorisations that are sensitive to the needs of children and their families.

This policy reflects our philosophy of working in genuine partnership with families. We recognise that families are the primary decision-makers in their child's life, and that informed written authorisation is a key safeguard that supports children's rights, dignity and safety while at our service.

We will only act on properly given, current authorisations, and will respectfully refuse any authorisation where doing so would place a child at unreasonable risk, conflict with our legal obligations under the Education and Care Services National Law and National Regulations or breach our duty of care.

3. Background and purpose

The Education and Care Services National Regulations require approved providers to ensure their service has policies and procedures in place in relation to the acceptance and refusal of authorisations (regulation 168(2)(m)), and to take reasonable steps to ensure they are followed (regulation 170).

Written authorisations from parents and authorised nominees help ensure that the health, safety, wellbeing and best interests of all children are met.

This policy provides clear guidance for educators, staff, and families on how Splash Centre:

- Obtains, records, stores and reviews authorisations from families and authorised nominees
- Acts on authorisations consistent with the National Law, National Regulations and the National Quality Standard
- refuses authorisations that may compromise a child's safety, wellbeing, best interests, or that do not comply with legislation
- Documents and communicates the acceptance and refusal of authorisations transparently
- Reviews and improves its practices over time

4. Legislative and regulatory requirements

This policy is consistent with, and refers to, the following legislation and instruments:

Reference	Description
Education and Care Services National Law Act 2010	Sets the national framework for the regulation of education and care services in Australia.

Reference	Description
Section 3 (Objectives)	Safety, health and wellbeing of children, and quality outcomes — the National Law's guiding objectives.
Section 165 / 166	Offences relating to inadequate supervision and harm to children.
Section 170 (National Law)	Definition of “authorised nominee” — a person authorised by a parent to collect the child.
Education and Care Services National Regulations	Sets out the detailed requirements that approved providers, nominated supervisors and educators must follow.
Section 2A of the National Regulations (Paramount consideration)	The safety, health and wellbeing of children, and being treated with dignity and respect, are paramount considerations.
Regulation 92 — Medication record	Requires a medication record for each child to whom medication is to be administered, including signed authorisation.
Regulation 93 — Administration of medication	Sets out the requirements for administering medication, including written authorisation.
Regulation 94 — Exception to authorisation requirement	Permits administration of medication without authorisation in the case of an anaphylaxis or asthma emergency, with prescribed notifications afterwards.
Regulation 95 — Procedure for administration of medication	Requires medication to be administered from its original container with original label and prescribed dosage.
Regulation 96 — Self-administration of medication	Conditions under which children can self-administer medication.
Regulation 99 — Children leaving the education and care service premises	Requires written authorisation before a child leaves the premises with a person.
Regulation 102 — Authorisation for excursions	Specifies the content required for excursion authorisations.
Regulation 102D — Authorisation for service to transport children	Specifies the content required for transportation authorisations.
Regulation 160 — Child enrolment records	Sets out information that must be kept in each child's enrolment record.
Regulation 161 — Authorisations to be kept in enrolment record	Authorisations for medical treatment, regular outings and regular transportation must be kept in the enrolment record.
Regulation 168 — Education and care services must have policies and procedures	Requires policies and procedures in prescribed areas, including acceptance and refusal of authorisations (168(2)(m)).

Reference	Description
Regulation 168(2)(ha)(ii)	Requires policies and procedures relating to the safe use of digital technologies and online environments — includes authorisations for capturing, storing and transmitting images and videos.
Regulation 170 — Policies and procedures to be followed	Requires the approved provider to take reasonable steps to ensure policies and procedures are followed.
Regulation 171 — Policies and procedures to be kept available	Copies of the policy must be available for inspection at the service at all times.
Regulation 172 — Notification of change to policies or procedures	Families must be given at least 14 days' notice before changes affecting fees, education and care, or families' ability to use the service.
National Quality Standard	QA 2 (Children's health and safety), QA 6 (Collaborative partnerships with families and communities), QA 7 (Governance and leadership).
Public Health Act 2010 (NSW)	NSW-specific immunisation requirements — certificates for immunisation or exemption must be on file for each child.
Children and Young Persons (Care and Protection) Act 1998 (NSW)	Defines child protection obligations in NSW.
Child Safe Standards (Office of the Children's Guardian, NSW)	Sets the framework for child safe organisations in NSW, including the NSW Child Safe Scheme.
Privacy Act 1988 (Cth) and Australian Privacy Principles	Governs handling of personal information, including authorisations and enrolment records.
Work Health and Safety Act 2011 (NSW)	Sets safety duties for the workplace, including transport and excursion arrangements.
Therapeutic Goods Act 1989 (Cth)	Defines “medicine” for the purposes of the medication regulations.

5. Principles underpinning this policy

All decision-making about the acceptance or refusal of authorisations at Splash Centre is guided by the following principles:

- **Paramount consideration:** The safety, health, wellbeing, rights and best interests of children are our paramount consideration in every authorisation decision (s.3 National Law; s.2A National Regulations).
- **Informed family partnership:** Families are key partners in decision-making. Through the authorisation process they are made aware of risks and can make informed decisions for their child.

- **Child-safe practice:** Our processes align with the Child Safe Standards and the National Principles for Child Safe Organisations. Children's voices, where age-appropriate, are considered.
- **Trained and supported team:** Our educators and staff are inducted and receive ongoing training so they can act confidently and consistently in accordance with authorisations provided.
- **Good governance:** Our acceptance and refusal of authorisations processes are documented, transparent, regularly reviewed, and meet all regulatory requirements.
- **Inclusivity and respect:** Authorisation processes recognise diverse family structures, cultural backgrounds, language needs and any parenting orders or court orders affecting the child.
- **Privacy:** Authorisations and the personal information they contain are handled in line with our Privacy and Confidentiality Policy.

6. Key terms and definitions

The following definitions apply throughout this policy and procedure.

Term	Definition
ACECQA	The Australian Children's Education and Care Quality Authority: the independent national authority that works with state and territory regulatory authorities to administer the National Quality Framework.
Approved provider	The legal entity (or person) that holds the provider approval for Splash Centre under the National Law. The approved provider has ultimate responsibility for the operation of the service.
Authorised nominee	A person who has been given permission, in writing, by a parent or guardian to collect the child from the service, or to authorise other matters such as medical treatment, where listed on the enrolment record (National Law s.170).
Authorisation	Permission given in writing (or in some limited circumstances verbally) by a parent or authorised nominee to enable the service to undertake a specified action for example, administering medication, taking the child on an excursion, transporting the child, or releasing the child to a named person.
Educator	An individual who provides education and care for children as part of a service. At Splash Centre, this includes the Nominated Supervisor, coordinators, qualified educators, and assistant educators.
Enrolment record	The record required under regulation 160 that must be kept for each child enrolled at the service. The enrolment record must include the information set out in regulations 160-162, including all standing authorisations.
Excursion	An outing organised by the service. It does not include an outing on a school site if the children leave the service premises in the company of an educator but do not leave the school site (National Regulations, Definitions).

Term	Definition
Medical attention	A visit to a registered medical practitioner or attendance at a hospital.
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth), including prescription, over-the-counter and complementary medicines.
Medication record	The record required under regulation 92 that must be kept for each child to whom medication is administered. It must include the child's name, signed authorisation, and a record of each administration (time, date, dosage, route, name and signature of person administering, and of the checker if required).
Nominated supervisor	A person nominated by the approved provider under s.44 of the National Law who has consented to that nomination.
Parent	A person who has parental responsibility for the child, in accordance with the National Law (s.5). Includes guardians and persons with parental responsibility under the Family Law Act 1975 (Cth) or a parenting order/plan.
Paramount consideration	The principle, set out in s.3 of the National Law and s.2A of the National Regulations, that the safety, health and wellbeing of children, and being treated with dignity and respect, take priority in every decision.
Regular outing	A walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, where the circumstances relevant to the risk assessment are the same on each outing (National Regulations, Definitions).
Regular transportation	Transportation by the service or arranged by the service (other than as part of an excursion), where the circumstances relevant to a risk assessment are the same for each occasion the child is transported.
Transportation	Transportation forms part of an education and care service whenever the service remains responsible for children during the period of transportation, including between the service and a school, home or excursion destination.

7. Related policies and procedures

This policy should be read together with the following Splash Centre policies and procedures:

- Administration of Medication Policy
- Dealing with Medical Conditions Policy
- Enrolment and Orientation Policy
- Excursion Policy
- Safe Transportation of Children Policy

- Delivery and Collection of Children Policy
- Emergency and Evacuation Policy
- Administration of First Aid Policy
- Incident, Injury, Trauma and Illness Policy
- Providing a Child Safe Environment Policy
- Governance and Management Policy
- Privacy and Confidentiality Policy
- Technology, Media, and Digital Safety
- Interactions with Children, Family and Staff Policy

8. Induction and ongoing training

Splash Centre commits to the following arrangements so that staff can confidently and competently implement this policy:

- Induction: All new educators, staff, volunteers and students complete an induction within their first week that includes reading this policy and procedure, signing an acknowledgement, and being walked through the practical application of authorisation processes by the Nominated Supervisor or responsible person.
- Triggered training: Additional training is provided whenever the National Law, National Regulations or this policy changes; following any incident, complaint or assessment finding that relates to authorisations; and when new tools or templates are introduced.
- Family information: Families are introduced to this policy at orientation, given access to the full policy at any time, and notified of any changes per regulation 172.

9. Policy created / reviewed

This policy was originally created and is reviewed and updated on the schedule recorded in in the document control table at the front of this document.

Version	Date	Summary of change	Approved by
1.0	May 2025	Original policy adopted by Splash Centre.	Management
2026.1	June 2026	Full revision against ACECQA's March 2026 Policy and Procedure Guidelines. Expanded to include policy statement, principles, definitions, full role descriptions, NSW-specific legislation, and procedure section.	Management

10. Monitoring, evaluation and review

The nominated supervisor, supported by the Approved provider and responsible persons are responsible for monitoring, evaluating and reviewing this policy.

Review will occur:

- At least annually, on the anniversary of approval (or earlier if needed)
- Whenever the National Law or National Regulations are amended in a way that affects this policy
- Following any incident, complaint, breach or assessment and rating finding relating to authorisations
- In response to feedback from families, educators, the regulatory authority.

Consultation: The review will involve consultation with educators, staff and (where appropriate) families and children.

PART B PROCEDURE

1. Procedure title

Acceptance and Refusal of Authorisations Procedure

2. Reference to policy and philosophy

This procedure operates under and gives effect to Splash Centre's Acceptance and Refusal of Authorisations Policy (Part A) and reflects our service philosophy of safe, respectful, child-centred practice in partnership with families.

A copy of this policy and procedure is always kept at the service, in both electronic and printed form, and is available for inspection by educators, staff, families and the regulatory authority on request (regulation 171).

3. Procedures

3.1 Obtaining and keeping authorisations at enrolment

Before a child commences at Splash Centre, the Nominated Supervisor or responsible person will ensure that the family completes the enrolment record. The enrolment record must, in line with regulations 160–162, include all of the following:

- Full name, date of birth, gender and address of the child
- Name, address and contact details of each known parent/guardian of the child, each emergency contact, each authorised nominee, each person authorised to consent to medical treatment or administration of medication, each person authorised to give permission to take the child off the premises, and each person authorised to authorise the service to transport the child
- Details of any court orders, parenting orders or parenting plans affecting the child
- Language used in the child's home and cultural background of the child and parents
- Any special considerations (cultural, dietary, religious, additional needs)
- Standing authorisations for: the approved provider, nominated supervisor or educator to seek medical treatment and/or ambulance transportation; the service to take the child on regular outings; and regular transportation of the child
- Name, address and telephone number of the child's registered medical practitioner or medical service, and Medicare number (if available)
- Details of specific healthcare needs, medical conditions, allergies, dietary restrictions and any medical management plan, anaphylaxis and/or asthma medical management plan or risk minimisation plan
- Immunisation status, including (for NSW) certificates for immunisation or exemption as required under the Public Health Act 2010 (NSW)

Once enrolment forms are returned, the Nominated Supervisor or responsible person checks them for completeness using the Enrolment Checklist, follows up any missing items with the family, and then finalises the record in the child's confidential enrolment file (paper and/or secure electronic system).

3.2 Excursion authorisations (regulation 102)

Before any excursion, the Nominated Supervisor or responsible person will obtain a written authorisation, signed and dated by a parent or guardian. The authorisation must include all of the following:

- The child's name
- The reason the child is to be taken outside the premises
- The date the excursion is to occur (or, for regular outings, when they are to occur)
- The destination
- The means of transport (if any) and any jurisdictional requirements for seatbelts or safety restraints
- Proposed activities during the excursion
- The period the child will be away from the premises
- The anticipated number of children, the educator-to-child ratio, the number of staff and any other adults who will supervise the children
- A statement that a risk assessment has been prepared and is available at the service

Risk assessments are completed before each excursion and kept on file. A blanket authorisation may be obtained for regular outings (recorded in the enrolment record), provided the circumstances relevant to the risk assessment are the same on each outing (per the definition of regular outing).

3.3 Transportation authorisations (regulation 102D)

Before the service transports a child (other than as part of an excursion), a written authorisation signed and dated by a parent or person named in the enrolment record will be obtained. The authorisation must include all of the following:

- The child's name
- The reason the child is to be transported
- When the transportation is to occur (for regular transportation, the standing schedule)
- The pick-up location and destination
- The means of transport
- The period of time for the transport
- The anticipated number of children to be transported, the number of staff members and any other adults who will supervise the children
- Any jurisdictional requirements for seatbelts or safety restraints (NSW Road Rules apply)
- A statement that a risk assessment has been prepared and is available at the service
- A statement that written policies and procedures for transporting children are available at the service

3.4 Medication authorisations (regulations 92, 93, 94, 95, 96)

Splash Centre will only administer medication to a child where:

- Medication is supplied by the parent or guardian named in the enrolment record, in its original container, with the original label intact showing the child's name, the prescribed dosage and an in-date expiry
- Written authorisation has been received from a parent or person named in the enrolment record, recorded in the child's medication record (signed and dated)
- The medication record captures the time, date, dosage, manner of administration, and the name and signature of the person administering and the second educator checking

Verbal authorisation: Medication may be administered on the basis of a verbal authorisation only in a medical emergency, from a parent, person named in the enrolment record, registered medical practitioner or emergency service if the parent or person named in the enrolment record cannot be contacted (regulation 93).

Anaphylaxis and asthma exception: In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94). Splash Centre will, as soon as practicable after administering medication in such an emergency, notify a parent and the emergency services if an ambulance has not already been called.

Self-administration: Where age and developmental level make it appropriate, and only where the nominated supervisor has authorised it in writing with the agreement of the parent, a child may self-administer their own medication under educator supervision (regulation 96).

3.5 Authorisation to collect / for a child to leave the premises (regulation 99)

A child will only leave Splash Centre premises with:

- A parent or person with parental responsibility for the child
- An authorised nominee named in the enrolment record
- A person authorised in writing (or, in an urgent situation, verbally where the identity can be confirmed) by a parent or authorised nominee — for example, a one-off pickup by a grandparent
- In the case of an emergency, with a person to whom the child is being given for medical treatment, or with a person to whom care is being transferred under an emergency or evacuation

Identification: Where the person collecting the child is not personally known to the educator on duty, photo identification will be sighted and the person will be compared against the authorised nominee details in the enrolment record or written authorisation before the child is released. Educators document the time and the identification sighted in the sign-out record.

3.6 Image, video and online authorisations (regulation 168(2)(ha)(ii))

At enrolment, families are asked to provide separate written authorisation for:

- Photographs or video being taken of their child for internal documentation of learning
- Photographs being displayed within the service
- Photographs being shared with the family via Splash Centre's parent communication app
- Photographs being shared on Splash Centre's social media accounts or website

These authorisations are recorded in the enrolment record and reviewed annually. Families may vary or withdraw authorisation at any time in writing.

3.7 Refusal of authorisations

Splash Centre will refuse to act on an authorisation in any of the following circumstances:

- The authorisation does not, or does not appear to, have been given by a parent or person authorised in the enrolment record
- The authorisation is incomplete (e.g. missing required information under regulation 102 or 102D), illegible, undated, or otherwise non-compliant with this policy
- The authorisation appears to have been forged, coerced or is otherwise not genuine
- Acting on the authorisation would conflict with the National Law, National Regulations, NSW law, or this policy for example, medication not in its original container, dosage that does not match the doctor's instructions, medication that has expired, or release of a child where a parenting order says otherwise
- Acting on the authorisation would place the child or other children at unreasonable risk for example, the person collecting the child does not appear fit to take the child (intoxication, incapacity), the environment the child would be in if released is not safe, or the authorised nominee is a child themselves

Documenting a refusal: Where an authorisation is refused, the responsible person or Nominated Supervisor will record the refusal in the Authorisation Refusal Log (Appendix A) and in the child's file, including:

- The date and time
- The child's name
- The details of the authorisation requested or presented
- The reason it was refused
- Action taken (e.g. parent contacted, medication returned, alternative collection arranged)
- The name and signature of the educator/Nominated Supervisor making the decision

Communication: The Nominated Supervisor will speak with the family at the earliest practicable opportunity to explain the refusal, the reasons for it and any next steps.

3.8 Keeping authorisations current

Splash Centre keeps authorisations current by:

- Reviewing each child's enrolment record at least annually and asking the family to confirm or update all authorisations
- Asking families to notify the service in writing as soon as practicable of any change to authorisations or contact details and reminding families of this at least twice a year
- Reviewing authorisations whenever the service becomes aware of a change in circumstances (e.g. new parenting order, new authorised nominee, withdrawal of a previous nominee)
- Securely storing authorisations consistent with the Privacy and Confidentiality Policy, retained for the period required by regulation 183

3.9 Storage, access and confidentiality

Authorisations are part of the enrolment record and the medication record. They are stored:

- In a locked filing cabinet or secure electronic system at the service
- With access restricted to the Approved Provider, Nominated Supervisor and responsible persons who require access to the information to perform their role
- In line with the Privacy Act 1988 (Cth), the Australian Privacy Principles and Splash Centre's Privacy and Confidentiality Policy
- For the period prescribed by regulation 183

4. Roles and responsibilities

All people involved in the operation of Splash Centre have a role to play in ensuring that authorisations are properly obtained, accepted or refused, and acted on. Ultimate legal responsibility lies with the Approved Provider.

Approved Provider

- Ensure obligations under the Education and Care Services National Law and National Regulations relating to authorisations are met
- Ensure an enrolment record is kept for each child that includes signed authorisations for medical treatment, ambulance transportation, regular outings and regular transportation (regulations 160, 161)
- Ensure a medication record is kept for each child to whom medication is administered, including the required authorisations (regulation 92)
- Ensure that medication is administered or self-administered only with authorisation, except in the case of an anaphylaxis or asthma emergency (regulations 93, 94, 96)
- Ensure that children only leave the service with a parent, authorised nominee or other person named in the enrolment record, or as otherwise permitted under regulation 99
- Ensure that no child leaves the service on an excursion or regular outing without appropriate authorisation (regulation 102)
- Ensure that no child is transported by the service without authorisation (regulation 102D)
- Ensure that systems requiring authorisations are in place for other legal requirements and quality practices including capturing, storing and transmitting images and videos of children (regulation 168(2)(ha)(ii))
- Ensure authorisations are kept up to date and reviewed at least annually
- Put in place clear processes for circumstances in which an authorisation is to be refused
- Take reasonable steps to ensure the Nominated Supervisor, educators, staff and volunteers follow this policy and procedure (regulation 170)
- Ensure copies of this policy and procedure are readily accessible to staff, families and the regulatory authority and available for inspection (regulation 171)
- Conduct the annual review of this policy and update the document control table

Nominated Supervisor

- Implement this policy and procedure on a day-to-day basis
- Ensure each child's family completes and signs all required authorisations in the enrolment record (and medication record, where relevant) before the child commences at the service
- Ensure no child is administered medication except in line with this procedure
- Ensure no child leaves the service except in line with regulation 99 and this procedure
- Ensure no child is transported by the service without authorisation (regulation 102D)
- Ensure all children have appropriate written authorisation for each excursion and regular outing (regulation 102)
- Implement and oversee authorisation systems for images, video, digital technologies and online environments
- Ensure authorisations are kept up to date and review each enrolment record at least annually
- Implement and document the processes for refusing an authorisation, including support for educators in difficult conversations with families
- Ensure educators are inducted and given ongoing training on this policy and procedure
- Escalate to the Approved Provider any complex, contested or repeated refusal situations, and any potential breach

Educators, staff, volunteers and students

- Read this policy and procedure on induction and sign the acknowledgement
- Ensure that any action carried out in respect of a child is supported by an appropriate current authorisation
- Confirm the identity of any person collecting a child against the enrolment record, including sighting photo ID where the person is not personally known
- Administer medication strictly in line with the medication procedure and regulation 95 (original container, label, in date, two-staff check)
- Apply the anaphylaxis/asthma exception (regulation 94) where required to protect a child's life or long-term health
- Implement authorisation systems for images, video, digital technologies and online environments at the level of day-to-day practice (e.g. checking before photographing a child)
- Document any refusal of an authorisation in the Authorisation Refusal Log (Appendix A) and the child's file as soon as practicable
- Raise any concerns about an authorisation with the Nominated Supervisor straight away
- Keep family contact and authorisation details current by promptly recording any change advised by a family

Families

- Complete and sign all required authorisations in the enrolment record (and medication record, where relevant) before the child commences at the service
- Provide written authorisation for each excursion and for transportation by the service, where applicable

- Provide medication in its original container with the original label and within the expiry date, together with a current medical management plan where one applies
- Notify the service in writing as soon as practicable of any change to authorisations or contact details (including authorised nominees, persons authorised to consent to medical treatment, and persons authorised to collect the child)
- Inform the service of any court orders, parenting orders or parenting plans that affect the child and provide a copy where appropriate
- Be familiar with the circumstances in which Splash Centre will refuse to act on an authorisation, as set out in this policy
- Engage respectfully with educators and the Nominated Supervisor when a refusal occurs, recognising that refusals are made to protect the safety and best interests of children

5. Procedure created / reviewed

This procedure was last reviewed on the date recorded in the document control table at the front of this document, in conjunction with Part A of this policy.

6. Monitoring, evaluation and review

The Approved Provider, supported by the Nominated Supervisor, monitors and evaluates this procedure on an ongoing basis through:

- Regular spot-checks of enrolment records, medication records and excursion/transport authorisations against the requirements set out in this procedure
- Review of the Authorisation Refusal Log at least quarterly to identify any patterns or systemic issues to address
- Review of any incident, complaint, breach or regulatory feedback relating to authorisations
- Consultation with educators (at team meetings) and families (through enrolment, communication and exit feedback)

Formal review of this procedure occurs at least annually, together with Part A, by the Nominated Supervisor. The next review date is recorded in the document control table at the front of this document.

7. Useful resources

The following resources were used to inform this policy and procedure, and are helpful references for further reading:

- Education and Care Services National Law Act 2010 legislation.nsw.gov.au
- Education and Care Services National Regulations legislation.nsw.gov.au
- ACECQA Guide to the National Quality Framework (acecqa.gov.au)
- ACECQA Acceptance and refusal of authorisations: Policy and procedure guidelines (March 2026)
- ACECQA Medication record template (acecqa.gov.au/media/22731)
- ACECQA Safe use of digital technologies in education and care services

- ACECQA Information sheets: Digital devices in centre-based services / Digital devices in family day care services
- NSW Department of Education Early Childhood Education Regulatory Authority guidance
- NSW Office of the Children's Guardian Child Safe Standards
- Public Health Act 2010 (NSW) and the National Immunisation Program
- Office of the Australian Information Commissioner Australian Privacy Principles

Appendix A Authorisation Refusal Log Template

Educators and the Nominated Supervisor use this log to record any occasion on which Splash Centre refuses to act on an authorisation. The log is reviewed at least quarterly by the Nominated Supervisor and Approved Provider.

Date / time	Child's name	Authorisation requested or presented (details)	Reason for refusal	Action taken	Recorded by (name & signature)

Appendix B ACECQA Compliance Checklist

This checklist confirms that this policy and procedure meets the criteria set out in ACECQA's March 2026 Policy and Procedure Guidelines for Acceptance and Refusal of Authorisations.

Policy checklist

Checklist item	Where addressed
Have you referenced the relevant regulations and are these reflected in the policy?	Yes see s.4 and throughout
Does the title provide a clear and concise statement identifying the intent of the policy?	Yes Part A, s.1
Have you checked the policy requirements and referenced related legislation that applies to your service type (OSHC, NSW)?	Yes s.4 includes NSW Public Health Act, Children and Young Persons Act, Child Safe Standards, Road Rules
Does your policy statement provide a framework for child-safe decision-making and ensure consistent practice?	Yes Part A, s.2
Does your policy statement reflect your service's philosophy?	Yes Part A, s.2
Is it clear why this policy exists?	Yes Part A, s.3 (Background and purpose)

Procedure checklist

Checklist item	Where addressed
Do the procedures align with the policy?	Yes Part B, s.2
Have the procedures been written in plain English and can they be easily implemented by an educator new to the service?	Yes Part B, s.3 step-by-step
Is it clear who is responsible for implementation?	Yes Part B, s.4 (role-by-role)
Are all educators and staff aware of the procedures and able to implement them?	Yes induction and ongoing training described in Part A, s.8
Are resources available to monitor and record the procedures?	Yes Appendix A (Refusal Log) and references to checklists (enrolment, excursion, transport, medication)