

2.5 Acceptance and Refusals Policy

1. Purpose

My Place Family Day Care is committed to ensuring Educators and the Service staff only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

My Place Family Day Care aims to ensure any adult or parent who has been denied access to a child enrolled at the Service by a court order is not permitted to approach the child at any time for any reason.

2. Scope

This policy shall apply to Nominated Supervisors, parents, children, Authorised Nominees and Educators.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: the person responsible for the payment of fees and who is paid the Child Care Subsidy. Herein after referred to as Parents.

** PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child.

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Authorised Person: means a person who is a parent or family member of the child who is being educated and cared for by the family day care educator.

** PLEASE NOTE: a parent or family member does not include a person whose access to the child is prohibited or restricted by a court order or tribunal of which the approved provider, nominated supervisor or FDC Educator is aware.

Educator: a suitably qualified person who is registered with the Service.

4. Policy

My Place Family Day Care recognises that exceptional circumstances may exist where the Service staff, Educators and Educator Assistants may need to refuse an

authorisation or refuse access to a child by an unauthorised person related to the child.

4.1 Unauthorised Parental Access to Children in Care

Educators must allow entry to a parent whose child is being cared for in the family day care residence, unless the Service staff or Educator or Educator Assistant is aware the parent is prohibited by a court order from having contact with the child.

4.2 Refusal

Educators must allow entry to a parent whose child is being cared for in the family day care residence, unless permitting the parent would pose a risk to the safety of children, Educator, Educator's family or staff; or would conflict with any duty of the Service or Educator under the law. Decisions around refusing an authorisation will be made on a case-by-case basis by the service.

4.3 Matters that require authorisation

The Service staff, Educators and Educator Assistants are informed of the appropriate authorisation for actions in relation to administration of medication including self-administration, seeking medical attention and transportation by ambulance, collection of children, excursions (including routine excursions) and providing access to personal records through the following policies and associated procedures:

- 2.4 Delivery and Collection of Children Policy
- 3.2 Excursion and Transport Policy
- 4.2 Incident, Injury, Illness, Trauma and Emergency Policy
- 4.4 Medical Conditions Policy
- 4.5 Administration of Medication Policy
- 4.6 Administration of First Aid Policy
- 9.1 Enrolment and Orientation Policy
- 10.3 Confidentiality Records and Register Management Policy

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

This policy will be reviewed every two years or sooner as required.

	Date	Details
V1.0	07/2015	Original Policy Issued
V2.0	12/2016	Policy Amended – submitted to board for ratification
V3.0	08/2017	Policy Amended – submitted to board for ratification
V4.0	11/2019	Policy Amended – submitted to board for ratification
V5.0	01/2021	Policy Amended – submitted to board for ratification

		<ul style="list-style-type: none">External consultant engaged and significant amendments made
V6.0	20/02/2023	Policy Amended – submitted to board for ratification

6. Related Documents

Policies

- 2.4 Delivery and Collection of Children Policy
- 3.2 Excursion Policy
- 4.2 Incident, Injury, Illness, Trauma and Emergency Policy
- 4.5 Administration of Medication Policy
- 4.6 Administration of First Aid Policy
- 8.3 Roles and Responsibilities
- 4.4 Medical Conditions Policy
- 9.1 Enrolment and Orientation Policy
- 10.3 Confidentiality and Records and Register Management Policy

Procedure

- 2.10 Delivery and Collection Procedure
- 2.11 Acceptance and Refusal Procedure
- 2.12 Unauthorised Parental Access Procedure
- 3.3 Excursions Procedure
- 3.4 Transporting Children Procedure
- 4.9 Incident, Injury, trauma and illness Procedure
- 4.16 Administration of Medication Procedure
- 4.17 Administration of First Aid Procedure
- 8.7 Role of Educator and Educator Assistants

- 9.1 Access to Child Care Places Procedure
- 9.2 Enrolment and Orientation Procedure
- 10.5 Confidentiality and Privacy Procedure
- 10.6 Record Management and Storage Procedure

Forms

Child Enrolment Form

References

Family Law Act (parenting order) 1975 S,64B (1) and (parenting plan) 63C(l)

Education and Care National Regulation 2011 (July 2019):

- R.158 Children's attendance record to be kept by approved provider
- R.159 Children's attendance records to be kept by family day care educator
- R.160 Child enrolment records to be kept by approved provider and family day care educator
- R.161 Authorisations to be kept in enrolment records
- R.168 (2) (m) Education and Care service must have policies and procedures

ACECQA. [Guide to National Quality Framework](#): Quality Area 2 - Children's health and safety

- 2.2 Safety - Each child is protected:
 - 2.2.3 Management: educators and staff are aware of the roles and responsibilities to identify and respond to every child at risk of abuse or neglect.