
	Management Area: Children's Services	Version No: 3.0 Pages: 4
	Category of Policy: Operational	Approval Date: 12/07/2023 Policy Approver: Head of Children's Services
Policy Title: Acceptance and Refusal of Authorisations Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

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1. Purpose

The transfer of duty of care is an essential practice in the Children's Services environment. To ensure this is a legally binding and transparent process, this policy outlines all YMCA Children's Services obtaining, accepting, and refusing written authorisations from families or authorised nominees of all children, to assist the provision of a safe and informed education and care service.

2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

3. Policy Statement

1.1 Authorised Nominees

It is YMCA policy to obtain written authorisations from parents or other appropriate authorised nominees, either through consent given as a part of the child's enrolment information, or on other appropriate documentation.

1.2 Additional Authorised Nominees


The YMCA will seek written confirmation as part of the enrolment process of other nominated authorised nominees able to collect or administer consent to the child's activities in accordance with the duties as outlined in 'Section 5 Definitions' at the service. These nominees can be updated by parents and guardians at any time.

1.3 Enrolment Authorisations

As the approved provider, the YMCA will ensure the enrolment form contains information required to be obtained by Law or as determined by YMCA policy.

1.4 Refusal of Authorisations

The YMCA reserves the right to refuse a child's enrolment if the enrolment form has not been completed accurately by a parent or guardian or is incomplete, including but not limited to medical and health information, contact details, account information and prohibitive custody orders.

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4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

5. Definitions

Authorised Nominees

An authorised nominee means a person who has been given permission by a parent to collect the child from the education and care service. These persons are also authorised to consent to medical treatment of, or to authorise administration of medication to, the child. These contacts are also authorised to authorise an educator to take the child outside of the premises if required.

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Parent

Parental responsibility is a term defined under section 61C of the Family Law Act 1975, which means "all the duties, powers, responsibilities and authority which, by law, parents have in relation to children". These can only be changed by a court order, parenting order or parenting plan.

6. Key Relevant Documents

- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- Family Law Act 1975
- Australian Government Priority of Access Guidelines
- United Nations Convention on the Rights of the Child
- Early Childhood Australia Code of Ethics
- Family Law Act 1975

7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	12/07/2023	Removed incorrect nominated supervisor definition. Removed interstate references. Updated legislative and industry requirements. Updated document name.	12/08/2023	July 2025
3.0	26/05/2025	Reviewed. No changes needed.	26/05/2025	May 2027