

## Child Authorisations Table

| Type of Authority Scenario                                                                              | Authority Required                                                                                                                                                                                                                                                                                                | Educators Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ID Required                                                    |
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| <b>Delivery or Collection</b>                                                                           |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |
| Child delivered to care by a person other than a Guardian                                               | Written authority by Guardian via Enrolment Form or Authorised Person Form                                                                                                                                                                                                                                        | Ensure Written Authority has been received and that the Authorised Person is 18 years or older                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Photo ID of Authorised Person if person not known to Educators |
| Child collected by a person other than a Guardian                                                       | Written authority by Guardian via Enrolment Form or Authorised Person Form                                                                                                                                                                                                                                        | Ensure Written Authority has been received and that the Authorised Person is 18 years or older                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Photo ID of Authorised Person if person not known to Educators |
| Parent or Guardian unable to be contacted, contracted care is over and the child has not been collected | <p>Written authority by Guardian via Enrolment Form or Authorised Person Form</p> <p><b>At no time are Educators to arrange drop off and collection of a child with an Authorised person without prior written consent from a Guardian, unless the Guardians are uncontactable in an emergency situation.</b></p> | <ol style="list-style-type: none"> <li>1. Attempt to contact both legal guardians on all contact numbers provided, including work place switch boards</li> <li>2. Notify CCEL that Guardians are not contactable.</li> <li>3. Attempt to contact Authorised Persons with Authority to collect the child</li> <li>4. Contact CCEL to inform who has collected the child</li> <li>5. Leave a message for Guardians to inform them who has collected the child</li> <li>6. If child is not collected inform CCEL, who will then notify the authorities</li> </ol> <p><b>The child must remain in the care of the Educator until they are collected by an authorised person or relevant authorities. CCEL will Notify Dept via NQAITS</b></p> | Photo ID of Authorised Person if person not known to Educators |



| Type of Authority Scenario                                       | Authority Required                                                         | Educators Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ID Required                                                                            |
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| <b>Delivery or Collection</b>                                    |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| A person who is under 18 years of age arrives to collect a child | At no time is a child in our care allowed to leave with a minor            | <ol style="list-style-type: none"> <li>1. Attempt to contact both legal guardians on all contact numbers provided, including work place switch boards</li> <li>2. The child is unable to leave the premises until a parent/guardian arrives, or they let you know about an alternate authorised person who will collect the child</li> </ol> <p><b>The child must remain in the care of the Educator until they are collected by someone over 18 years of age</b></p>                                                                                                                                                                                                                                                                                                  | Photo ID of person if Educators are unsure if they are over the age of 18 years of age |
| <b>Medical Treatment or Emergency</b>                            |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| Child becomes unwell or mildly injured                           | Written authority by Guardian via Enrolment Form or Authorised Person Form | <ol style="list-style-type: none"> <li>1. Contact Emergency Services</li> <li>2. Attempt to contact both legal guardians on all contact numbers provided, including work place switch boards</li> <li>3. Notify CCEL that Guardians are not contactable.</li> <li>4. Attempt to contact Authorised Persons with Authority to collect the child</li> <li>5. Contact CCEL to inform who has collected the child</li> <li>6. Leave a message for Guardians to inform them who has collected the child</li> <li>7. If child is not collected inform CCEL who will notify authorities</li> </ol> <p><b>The child must remain in the care of the Educator until they are collected by an authorised person or relevant authorities. CCEL will Notify Dept via NQAITS</b></p> | Photo ID of Authorised Person if person not known to Educators                         |

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| <b>Medical Treatment or Emergency</b>                                             |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |
| Child requires emergency medical treatment (e.g. Asthma or Anaphylactic Reaction) | No Authority Required in life threatening situations                       | <ol style="list-style-type: none"> <li>1. Attempt to contact both legal guardians on all contact numbers provided, including work place switch boards</li> <li>2. Notify CCEL that Guardians are not contactable.</li> <li>3. Attempt to contact Authorised Persons with Authority to collect the child</li> <li>4. Contact CCEL to inform who has collected the child</li> <li>5. Leave a message for Guardians to inform them who has collected the child</li> <li>6. If child is not collected inform CCEL who will notify authorities</li> </ol> <p><b>The child must remain in the care of the Educator until they are collected by an authorised person or relevant authorities. CCEL will Notify Dept via NQAITS</b></p> | Photo ID of Authorised Person if person not known to Educators |
| <b>Excursions</b>                                                                 |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |
| <b>Excursions or Regular Outings</b>                                              | Written authority by Guardian on Excursion Form                            | Only attend Excursions once written authority has been obtained on the Excursion Form and Risk Assessment by a Legal Guardian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>N/A</b>                                                     |
| <b>Harmony PINs</b>                                                               |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |
| Delivery and Collection of Children                                               | Written authority by Guardian via Enrolment Form or Authorised Person Form | <p>Forward written authority to CCEL so that PIN can be issued</p> <p>Authorised Persons are not required to have a PIN, Educators can use their PIN to sign children in or out as long as parents verify the attendances at the end of each week.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Photo ID of Authorised Person if person not known to Educators |



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|  |  | <b>At no time should Educators disclose their PIN or a families' PIN to another person</b> |  |
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