

Child Authorisations Table

Type of Authority Scenario	Authority Required	Educators Action	ID Required
Delivery or Collection			
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>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.</p>	<ol style="list-style-type: none"> 1. Attempt to contact both legal guardians on all contact numbers provided, including workplace switch boards 2. Notify CCEL that Guardians are not contactable 3. Attempt to contact Authorised Persons with authority to collect the child 4. Contact CCEL to inform who has collected the child 5. Leave a message for Guardians to inform them who has collected the child 6. If child is not collected inform CCEL, who will then notify the authorities <p>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</p>	Photo ID of Authorised Person if person not known to Educators



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Delivery or Collection			
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"> 1. Attempt to contact both legal guardians on all contact numbers provided, including workplace switch boards 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 <p>The child must remain in the care of the Educator until they are collected by someone over 18 years of age</p>	Photo ID of person if Educators are unsure if they are over the age of 18 years of age
Medical Treatment or Emergency			
Child becomes unwell or mildly injured	Written authority by Guardian via Enrolment Form or Authorised Person Form	<ol style="list-style-type: none"> 1. Contact Emergency Services 2. Attempt to contact both legal guardians on all contact numbers provided, including workplace switch boards 3. Notify CCEL that Guardians are not contactable 4. Attempt to contact Authorised Persons with authority to collect the child 5. Contact CCEL to inform who has collected the child 6. Leave a message for Guardians to inform them who has collected the child 7. If child is not collected inform CCEL who will notify authorities <p>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</p>	Photo ID of Authorised Person if person not known to Educators



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Medical Treatment or Emergency			
Child requires emergency medical treatment (e.g., Asthma or Anaphylactic Reaction)	No Authority Required in life threatening situations	<ol style="list-style-type: none"> 1. Attempt to contact both legal guardians on all contact numbers provided, including workplace switch boards 2. Notify CCEL that Guardians are not contactable 3. Attempt to contact Authorised Persons with authority to give medical consent 4. Contact CCEL to inform who has given consent for the child to receive medical treatment 5. Leave a message for Guardians to inform them who has given consent for medical treatment <p>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</p>	Photo ID of Authorised Person if person not known to Educators
Excursions			
Excursions or Regular Outings	Written authority by Guardian on Excursion Form	Only attend excursions or regular outings once written authority has been obtained on the Excursion Form and Risk Assessment by a Legal Guardian	N/A