Authority to Authorise

Purpose

• To ensure that all authorisations are complete, and all require information is provided
• To ensure that authorisations are provided by authorised persons
• To ensure that all required authorisations are provided

Aims

• To have appropriate authorisations for each child attending the service
• To ensure that parents understand the need for these authorisations
• To authorise persons to provide authorisations

Guidelines and Procedures

• Enrolment forms must be completed in full before the child attends the service
• Authorisations must only be accepted by persons nominated in the enrolment form as approved to provide authorisation
• Authorisations must be rejected if not provided by an authorised person