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# Giralang Preschool Unit

**Procedures for Refusing a Written Authorisation**

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related preschool policy, the Responsible Person will complete the following actions:

1. immediately explain to the parent/guardian that their written authorisation contravenes school policy, and that it cannot be accepted
2. ensure that the parent/guardian is provided with a copy of the relevant school policy and that they understand the reasons for the refusal of the authorisation
3. request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant school policy
4. ensure that procedures outlined in the relevant school policy are followed where a

parent/guardian cannot be immediately contacted to provide an alternative written authorisation

1. follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.