## Attachment 1: Authorisation Form

To be used as a follow-up to a verbal/email authorisation when the parent/guardian or authorised nominee is next at the service

I authorised by telephone/email (please circle)

for my child/ren (write name/s) to be

collected from [Company] on [Date] by:

Name:

Address:

Telephone number:

This was a one-off occasion and this person is **not** to be included on my child’s enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: (Parent/guardian or authorised nominee)

Date:

This form will be attached to the child’s enrolment form.

Authorisation form

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I authorise

Name:

Address:

Telephone Number:

to collect my child/ren (write name/s)

from [Company] on [Date].

This will be a one-off occasion and this person is not to be included on my child’s enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: (Parent/guardian or authorised nominee)

Date:

This form will be attached to the child’s enrolment form.

Source: ELV Drop Off and Collection of Children Policy and Procedure