

# POLICYWORKS DEFINITIONS



## DEFINITIONS FILE

To support the usability of PolicyWorks templates and support accuracy and sustainability, ELAA has developed this comprehensive Definitions File. The Definitions File consists of all the commonly referred to terms used throughout the suite of templates, thus reducing the amount of text within each individual template. Terms that are specific to individual polices will remain under the Definition section of the template.

Term	Definition
Additional needs	<p>The term used for children who require or will benefit from specific considerations or adaptations and who:</p> <ul style="list-style-type: none"> <li>• are Aboriginal or Torres Strait Islander</li> <li>• are recent arrivals in Australia</li> <li>• have culturally and linguistically diverse backgrounds</li> <li>• live in isolated geographic locations</li> <li>• are experiencing difficult family circumstances or stress</li> <li>• are at risk of abuse or neglect</li> <li>• are experiencing language and communication difficulties</li> <li>• have a diagnosed disability—physical, sensory, intellectual or autism spectrum disorder</li> <li>• have a medical or health condition</li> <li>• demonstrate challenging behaviours and behavioural or psychological disorders</li> <li>• have developmental delays</li> <li>• have learning difficulties</li> <li>• are gifted or have special talents</li> <li>• have other extra support needs.</li> </ul> <p>It is important to note that:</p> <ul style="list-style-type: none"> <li>• additional needs arise from different causes, and that causes require different responses</li> <li>• any child may have additional needs from time to time.</li> </ul> <p>Adapted from the Guide to the National Quality Framework, 2020</p>
Adequate supervision	<p>Supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used. Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> <li>• number, age and abilities of children</li> <li>• number and positioning of educators</li> <li>• current activity of each child</li> <li>• areas in which the children are engaged in an activity (visibility and accessibility)</li> <li>• developmental profile of each child and of the group of children</li> <li>• experience, knowledge and skill of each educator</li> <li>• need for educators to move between areas (effective communication strategies).</li> </ul>

Term	Definition
Approved first aid qualification	A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>
Attendance record	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator ( <i>National Regulation 158(1)</i> ).
Australian Children's Education and Care Quality Authority (ACECQA)	The national authority established to oversee the National Quality Framework and guide its implementation in a consistent way throughout Australia.
Authorised nominee	A person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.  The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.
Children	Refers to each baby, toddler, three- to five-year-old and school age child and means children as individuals and as members of a group in the education and care setting, unless otherwise stated. It is inclusive of children from all social, cultural and linguistic backgrounds and of their learning styles, abilities, disabilities, gender, family circumstances and geographic locations (adapted from the Early Years Learning Framework, p. 45).
Communication plan	A written plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of anaphylaxis is enrolled at a service.
Culture	The values and traditions of groups of people that are passed from one generation to another.
Culturally and linguistically diverse (CALD)	Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.
Curriculum	All interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development (Early Years Learning Framework; adapted from Te Whariki).
Department of Education and Training	A government department in Victoria, responsible for: <ul style="list-style-type: none"> <li>• granting approvals, including provider approval and service approvals</li> <li>• assessing and rating services against the National Quality Standard</li> <li>• working with ACECQA to promote continuous quality improvement and educating the sector and community about the National Quality Framework.</li> </ul>
Diversity	Refers to all characteristics that make individuals different from one another, including race, religion, language, ethnicity, beliefs, age, gender, sexual orientation, level of ability, additional needs, socioeconomic status, educational attainment, personality, marital and/or parental status, family structure, lifestyle and general life/work experience.
Duty of care	A common law concept that refers to your responsibility to adequately protect children in your care from harm. It applies to all staff members within any Victorian early childhood service, and it is usually expressed as a duty to take reasonable steps to protect children from injury that is reasonably foreseeable.

Term	Definition
Each child	As defined in the <i>Guide to the National Quality Framework</i> , a phrase used in the <i>National Quality Standard</i> when an individualised approach is warranted, and educators are required to modify their response to meet the needs of an individual child. An example is 'each child's current knowledge, ideas, culture and interests provide the foundation for the program'.
Early childhood teacher (ECT)	A person with an approved early childhood teaching qualification as listed on the ACECQA website: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>
Education and care service	Any service providing or intended to provide education and care on a regular basis to children under 13 years of age (National Law). See Section 5 of the National Law for services that are excluded from this definition.
Educational leader	The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, coordinator or other individual to lead the development and implementation of education programs at the service ( <i>National Regulation 118</i> ). This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.
Educational program	A program that ( <i>National Law: Section 168</i> ): <ul style="list-style-type: none"> <li>• is based on an approved learning framework; and</li> <li>• is delivered in a manner that accords with the approved learning framework; and</li> <li>• is based on the developmental needs, interests and experiences of each child; and</li> <li>• is designed to take into account the individual differences of each child</li> </ul>
Educator	An individual who is qualified to provide education and care for children as part of an education and care service.
Enrolment record	Contains information on each child, as required under legislation, including contact details; names of authorised nominees; names of persons authorised to consent to medical treatment or to authorise administration of medication; names of persons authorised to take the child outside the service; details of any court orders; personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc.
Emergency	In relation to an education and care service, includes an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of a person at the education and care service premises e.g. flood, fire, a situation that requires the service to be shut down.
Excursion	An outing organised by an education and care service where the child or children leave the education and care service premises in the company of an educator.
Guardian	In relation to a child, means the legal guardian of the child ( <i>National Law definition pg. 20</i> ).
In attendance at a centre-based service	An early childhood teacher or suitably qualified person is in attendance at a centre-based service if the teacher or qualified person ( <i>National Regulations 118</i> ): <ul style="list-style-type: none"> <li>(a) is physically present at the service; and</li> <li>(b) carries out education and care activities at the service including one or more of the following: <ul style="list-style-type: none"> <li>• working directly with children;</li> <li>• planning programs;</li> <li>• mentoring, coaching or supporting educators;</li> <li>• facilitating education and care research;</li> <li>• performing the role of educational leader of the service referred to in</li> </ul> </li> </ul>

Term	Definition
Incident, Injury, Trauma and Illness Record:	<p>Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:</p> <ul style="list-style-type: none"> <li>• name and age of the child</li> <li>• circumstances leading to the incident, injury, trauma or illness (including any symptoms)</li> <li>• time and date</li> <li>• details of action taken by the service including any medication administered, first aid provided or medical personnel contacted</li> <li>• details of any witnesses</li> <li>• names of any person the service notified or attempted to notify, and the time and date of this</li> <li>• signature of the person making the entry, and time and date of this.</li> </ul> <p>These details need to be kept for the period of time specified in <a href="#">National Regulation 183</a>.</p>
Kindergarten Funding Guide	Provides detailed information from the Department of Education and Training (DET) about the types of kindergarten funding available, eligibility criteria, how to apply for funding and how to comply with operational requirements once funding has been granted.
Learning	A natural process of exploration that children engage in from birth, as they expand their intellectual, physical, social, emotional and creative capacities. Early learning is closely linked to early development.
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website ( <a href="http://tga.gov.au">tga.gov.au</a> ).
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
Medication record	Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required ( <a href="#">Regulation 92</a> ). A sample medication record is available on the ACECQA website.
National Law	Unless otherwise specified, the <a href="#">Education and Care Services National Law Act 2010</a> . This applied law system sets a national standard for children's education and care across Australia.
National Quality Agenda IT System	A web-based information system to assist state and territory regulatory authorities and ACECQA to manage the approval, monitoring and quality assessment of children's education and care services. The system also enables services, providers and educators to submit application and notification forms online to regulatory authorities and ACECQA.
National Quality Framework (NQF)	<p>This framework for the early childhood education and care sector helps providers to improve the quality of services in areas that impact on a child's development. The framework includes:</p> <ul style="list-style-type: none"> <li>• a National Law – the <a href="#">Education and Care Services National Law Act 2010 National Regulations – the Education and Care Services National Regulations 2011</a> (please check online to ensure the most current version is being used) the National Quality Standard</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• an assessment and rating system</li> <li>• a Regulatory Authority in each state and territory with primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard</li> <li>• the Australian Children’s Education and Care Quality Authority (ACECQA). The national body responsible for providing oversight of the system and ensuring consistency of approach.</li> </ul>
National Quality Standard (NQS)	The NQS sets a National benchmark for the quality of children’s education and care services. The NQS is comprised of guiding principles, quality areas, standards, and elements. There are seven quality areas which capture aspects critical to the provision of quality education and care.
National Regulations	<i>The Education and Care Services National Regulations 2011</i> : the regulations or rules under which education and care services must operate. The regulations are the way in which the law is applied.
Nominated supervisor	A person who has been nominated by the approved provider of the service under Part 3 of the Act can be the nominated supervisor. All services must have a nominated supervisor with responsibility for the service in accordance with the <i>National Regulations</i> . The approved provider must take reasonable steps to ensure the nominated supervisor is a fit and proper person with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the nominated supervisor for the service changes or is no longer employed at the service within 14 days.
Notifiable incident	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website. This website also contains online reporting forms: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
Notifiable complaints	<p>A complaint alleging that a serious incident has occurred while the child is educated and cared for or complaints alleging that the Law has been contravened (<i>National Law: Section 174(2)(b)</i>). Any complaint of this nature must be reported by the approved provider to DET (<i>refer to Definition</i>) within 24 hours of the complaint being made.</p> <p>The approved provider to notify DET (<i>refer to Definition</i>) within the specified timeframes below (<i>National Law: Section 174(2) (b), National Regulation 176(2) (b)</i>)</p> <ul style="list-style-type: none"> <li>• serious incidents (<i>refer to Definition</i>) in writing within 24 hours of the incident or the time the person becomes aware of the incident</li> <li>• any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service - Within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information</li> <li>• any incident where the approved provider reasonably believes that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service - Within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information.</li> <li>• any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by the service.</li> </ul> <p>In addition, approved providers must take reasonable steps to ensure that these incidents and complaints are adequately addressed.</p>

Term	Definition
	Notifications should be made to the regulatory authority (DET) through the NQA IT System. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.
Parent	In relation to a child, includes: <ul style="list-style-type: none"> <li>• a guardian of the child</li> <li>• a person who has parental responsibility for the child under a decision or order of a court (National Law).</li> </ul>
Person in day-to-day charge	A person is in day-to-day charge of an education and care service if: <ul style="list-style-type: none"> <li>• the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service; and</li> <li>• the person consents to the placement in writing (<a href="#">National Regulations 117A (b)</a>).</li> </ul> There are minimum requirements for the person in day-to-day charge ( <a href="#">National Regulations 117B</a> ).
Person with management or control	Each member of the executive committee of the association which is the approved provider, who has the responsibility, alone or with others, for managing the delivery of the education and care service.
Policy	A formal statement of principles which provides a framework for decision-making and indicates the course of action to be taken in specific circumstances. Policies provide services with an approved way of operating in relation to particular matters and improve the management of risk. They reflect the values and beliefs of a service, current thinking, national standards and community expectations, and are relevant in terms of current laws and regulations.
Procedures	The steps required to implement and comply with a policy. Procedures specify how to achieve the necessary result by outlining who does what and when. Procedures are succinct, factual and to the point, and are generally expressed as a list.
Program	See Educational curriculum
Regular outing	In relation to an education and care service, means a walk, drive or trip to and from a destination: <p>(a) that the service visits regularly as part of its educational program; and</p> <p>(b) where the circumstances relevant to the risk assessment are the same on each outing.</p>
Responsible person	The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates ( <a href="#">National Law: Section 162 (c)</a> ) and can be: <ul style="list-style-type: none"> <li>• the approved provider or a person with management or control of the service;</li> <li>• a nominated supervisor of the service; or</li> <li>• a person placed in day-to-day charge</li> </ul>
Regular transportation	In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
Reportable incidences	Under the <a href="#">Occupational Health and Safety Act 2004</a> (OHS Act), employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred, including those resulting in: <ul style="list-style-type: none"> <li>• death</li> <li>• a person needing medical treatment within 48 hours of being exposed to a substance</li> <li>• a person needing immediate treatment as an in-patient at a hospital</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).</li> </ul> <p>Incidents must be reported if they expose a person in the immediate vicinity to an immediate risk to the person’s health and safety involving:</p> <ul style="list-style-type: none"> <li>• registered or licensed plant collapsing, overturning, falling or malfunctioning</li> <li>• collapse or failure of an excavation, or shoring supporting an excavation</li> <li>• collapse of a building structure (or partial collapse)</li> <li>• implosion, explosion, or fire</li> <li>• escape, spillage or leakage of any substance</li> <li>• plant or objects falling from high places.</li> </ul>
Risk assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
Risk minimisation	The practice of developing and implementing a range of strategies to reduce hazards, for example, for a child at risk of anaphylaxis, by removing, as far as is practicable, major allergen sources from the service.
Risk minimisation plan	A service-specific plan that documents a child’s allergy, practical strategies to minimise risk of exposure to allergens at the service and details of the person/s responsible for implementing these strategies. A risk minimisation plan should be developed by the approved provider/nominated supervisor in consultation with the parents/guardians of the child at risk of anaphylaxis and service staff. The plan should be developed upon a child’s enrolment or initial diagnosis, and reviewed at least annually and always on re-enrolment
Serious incident	<p>You must notify the DET within 24 hours of becoming aware of a serious incident (<a href="#">Section 174(2)(a) and Regulation 176(2)(a)</a>)</p> <p>A serious incident (<a href="#">National Regulation 12</a>) is defined as any of the following:</p> <ul style="list-style-type: none"> <li>• the death of a child while being educated and cared for at the service or following an incident while being educated and cared for by the service</li> <li>• any incident involving serious injury or trauma to a child while the child is being educated and cared for, which: <ul style="list-style-type: none"> <li>○ a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</li> <li>○ the child attended or ought reasonably to have attended a hospital e.g. a broken limb*</li> <li>○ any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis</li> </ul> </li> </ul> <p>NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury, illness or trauma is required to be notified, not other health matters.</p> <ul style="list-style-type: none"> <li>• any emergency for which emergency services attended</li> </ul> <p>NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at an education and care service. It does not mean an incident where emergency services attended as a precaution.</p> <ul style="list-style-type: none"> <li>• a child appears to be missing or cannot be accounted for at the service</li> <li>• a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations</li> <li>• a child was mistakenly locked in or out of the service premises or any part of the premises.</li> </ul>

Term	Definition
	<p>Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.</p> <p>If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.</p> <p>Notifications of serious incidents should be made to the regulatory authority (DET) (<i>refer to Definition</i>) through the NQA IT System. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.</p>
Staff	<p>In relation to an education and care service, means any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as a family day care coordinator, educator or otherwise (<i>National Law definition</i>).</p>
Staff record	<p>A record which the approved provider of a centre-based service must keep containing information about the nominated supervisor, staff, volunteers and students at a service, as set out under <i>Division 9 of the National Regulations</i>.</p> <p>Staff records must be kept by the service and include details of the nominated supervisors, the educational leader, other staff members, volunteers and the responsible person. The record must include information about qualifications, training and details of the Working with Children Check (<i>National Regulations 146–149</i>). A sample staff record is available on the ACECQA website: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></p>
Transportation	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> <li>• private transport provided by families and carers (i.e. carers not engaged by/registered with a service)</li> <li>• transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and where the children are not under the care of the approved provider</li> <li>• transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also</li> <li>• travel for practical reasons (such as in a remote or rural location)</li> <li>• when a disability service picks up children and transports them to school or an activity.</li> </ul>
Victorian Institute of Teaching (VIT)	<p>The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the <i>Victorian Institute of Teaching Act 2001</i>. All early childhood teachers are required to be registered with the Victorian Institute of Teaching.</p>
Working directly with children	<p>Working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.</p>
Working with Children (WWC) Check	<p>The check is a legal requirement under the <i>Worker Screening Act 2020</i> for those undertaking paid or voluntary child-related work in Victoria. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history.</p>

Term	Definition
Working with Children (WWC) Clearance	<p>A WWC Clearance is granted to a person under Worker Screening legislation if:</p> <ul style="list-style-type: none"><li>• they have been assessed as suitable to work with children</li><li>• there has been no information that, if the person worked with children, they would pose a risk to those children</li><li>• they are not prohibited from attempting to obtain, undertake or remain in child-related employment.</li></ul>