

# POLICY DEFINITIONS

VERSION 1.4



## DEFINITIONS FILE

This Definitions File consists of all the commonly referred to terms used throughout Denzil Don Kindergarten's policies. Terms that are specific to individual policies will remain under the Definition section of that policy.

Term	Definition
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
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>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.</p> <p>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>
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>
Approved provider	The approved provider is the legal entity that is approved to operate an education and care service and is legally responsible for managing the service and holds a provider approval (National Law). A provider approval authorises a person or organisation to apply for one or more service approvals and is valid in all jurisdictions.
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> ).

Term	Definition
Authorised officer	A person authorised to be an authorised officer under Part 9 (National Law). Authorised officers are appointed by the regulatory authority under the provisions of the National Law to carry out the functions of monitoring, assessing and rating licensed approved education and care services in their jurisdiction.
Authorised person	An authorised person means a person who belongs to one of the below groups: <ul style="list-style-type: none"> <li>• a person who holds a current working with children check or working with children card; or</li> <li>• a parent or family member of a child who is being educated and cared for by the education and care service or the family day care educator; or</li> <li>• an authorised nominee of a parent or family member of a child who is being educated and cared for by the education and care service or the family day care educator; or</li> <li>• in the case of an emergency, medical personnel or emergency service personnel</li> <li>• a person who is permitted under the working with children law of a jurisdiction to remain at the education and care service premises without</li> <li>• holding a working with children check or a working with children card (National Law).</li> </ul>
Authorised nominee	A person – 16 years and over - who has been given written authority by the parent/carer of a child to collect that child from the education and care service. These details will be on the child's enrolment form.
Communication plan	A written plan that forms part of the policy outlining how the service will communicate with parents/carers and staff in relation to the policy. The communication plan also describes how parents/carers 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.
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).
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.
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.
Governance	Refers to the systems in place to support effective management and operation of the service, consistent with the service's statement of philosophy. Good governance requires effective

Term	Definition
	management systems and clearly delineated roles and responsibilities to support the effective operation of a quality service.
Inappropriate conduct:	<p>Conduct that a reasonable person would consider inappropriate in an education and care service, taking into account any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• Whether the conduct aligns with generally accepted education and care practice</li> <li>• The child’s age and developmental stage</li> <li>• Whether the conduct is likely to cause or result in harm (including emotional, psychological or physical harm) or injury to a child or children</li> <li>• Whether the conduct is sexual, aggressive or violent.</li> </ul> <p>In deciding if the conduct is inappropriate, it does not matter if:</p> <ul style="list-style-type: none"> <li>• the child consented (agreed to the conduct, either by directly expressing their consent or implying consent through their actions)</li> <li>• the person subjecting the child to the conduct believes the child has consented</li> <li>• the person subjecting the child to the conduct is related to the child.</li> </ul> <p>Subjecting a child to inappropriate conduct can occur in different ways including, but not limited to:</p> <ul style="list-style-type: none"> <li>• in-person via words or behaviour, including both adult to child or between adults in the presence of a child/ren</li> <li>• filming and capturing images or recordings</li> <li>• as a single occasion or as part of a pattern over time</li> <li>• either directly or indirectly (for example, exposure to inappropriate language or conversations, or leaving inappropriate material accessible to children) online</li> <li>• as an omission (for example, deliberately excluding a child).</li> </ul>
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.
Kindergarten program	<p>In Victoria children can attend 2 years of funded kindergarten, also known as kinder, for 2 years before starting school:</p> <ul style="list-style-type: none"> <li>• Three-Year-Old Kindergarten for up to 15 hours each week, followed by</li> <li>• Four-Year-Old Kindergarten for 15 hours each week, or</li> <li>• Pre-Prep which is for 16 to 30 hours each week.</li> </ul> <p>All funded kindergarten programs in Victoria are delivered by a qualified early childhood teacher, who supports children to learn through a play-based program.</p>
Medical management plans	<p>A medical management plan must be in place for every child enrolled who has a diagnosed health care need, allergy or relevant medical condition, and kept with the child’s enrolment record. It must be followed at all times.</p> <p>The child’s medical practitioner must prepare the plan, and the parent must then provide it to the service.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>• details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition</li> <li>• any current medication prescribed for the child</li> <li>• the response required from the service in relation to the emergence of symptoms</li> <li>• any medication required to be administered in an emergency</li> <li>• the response required if the child does not respond to initial treatment</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>when to call an ambulance for assistance.</li> </ul>
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 ( <i>Regulation 92</i> ). A sample medication record is available on the ACECQA website.
National Law	Unless otherwise specified, the <i>Education and Care Services National Law Act 2010</i> . 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)	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: <ul style="list-style-type: none"> <li>a National Law – the <i>Education and Care Services National Law Act 2010 National Regulations – the Education and Care Services National Regulations 2011</i> (please check online to ensure the most current version is being used) the National Quality Standard</li> <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	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. 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> ) <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 24 hours of the relevant event or within 24 hours 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. Within 24 hours of the relevant event or within 24 hours of the approved provider becoming aware of the relevant information.</li> </ul>

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	<p>In addition, approved providers must take reasonable steps to ensure that these incidents and complaints are adequately addressed.</p> <p>Notifications should be made to the regulatory authority (DE) 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>
Person in day-to-day charge	<p>A person is in day-to-day charge of an education and care service if:</p> <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 (<i>National Regulations 117A (b)</i>).</li> </ul> <p>There are minimum requirements for the person in day-to-day charge (<i>National Regulations 117B</i>).</p>
Person with management or control (PMC)	<p>The persons within or outside the approved provider who are responsible for managing the delivery of the provider's service(s) or who have significant influence over the activities or delivery of the service. A PMC has the same legal responsibility for the safety, health and wellbeing of children at their service as an approved provider.</p> <p>A PMC is a person in an executive or management role of an approved provider entity, including:</p> <ul style="list-style-type: none"> <li>• an officer of a body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth)</li> <li>• each member of the management committee of an association</li> <li>• each partner of a partnership</li> <li>• a person in a management position of the business, with the authority or responsibility for, or significant influence over, decisions affecting the delivery of children's education and care (such as a state/territory or area manager).</li> </ul> <p>A nominated supervisor, person in day-to-day charge of a service, or a person who holds other operational management roles in a service (such as a centre manager) would not meet the PMC definition. People holding these roles will only meet the PMC definition if they also participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service.</p>
Pre-Prep priority cohort	<p>From 2026, between 16 and 25 hours of Pre-Prep will be available to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander children</li> <li>• children from a refugee or asylum seeker background</li> <li>• children who have had contact with Child Protection</li> <li>• children who were supported by Early Start Kindergarten (ESK) or Access to Early Learning (AEL) in their Three-Year-Old Kindergarten year.</li> </ul> <p>Pre-Prep hours for this group of priority cohort children increase to up to 30 hours from 2028.</p>
Regular outing	<p>In relation to an education and care service, means a walk, drive or trip to and from a destination:</p> <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	<p>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 (<i>National Law: Section 162 (c)</i>) and can be:</p> <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	<p>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.</p>
Reportable incidences	<p>Under the <i>Occupational Health and Safety Act 2004</i> (OHS Act), employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred, including those resulting in:</p> <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> <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>

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	<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 minimisation	<p>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.</p>
Risk minimisation plan	<p>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/carers 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</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 <a href="#">Division 9 of the National Regulations</a>. 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 (<a href="#">National Regulations 146–149</a>). 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 a place of excursion.</p>
Victorian Early Childhood Regulatory Authority (VECRA)	<p>VECRA, is the body that regulates Early Childhood Education and Care in Victoria. It ensures services provide safe, high-quality education and care so children can thrive. VECRA has strong powers to act quickly when a child's safety, health, or wellbeing is at risk. It conducts frequent compliance checks, enforces tougher penalties, and requires mandatory educator training. VECRA shares information with other regulators and law enforcement, so risks are identified early and harm to children is prevented.</p>
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 <a href="#">Victorian Institute of Teaching Act 2001</a>. All early childhood teachers are required to be registered with the Victorian Institute of Teaching.</p>
Vulnerability	<p>The condition or state of being susceptible to various risks and challenges that may negatively impact children, families, and the broader community. It involves factors that can hinder optimal development, well-being, and equitable access to quality early childhood education and care. Vulnerability can manifest in different forms and may be influenced by various factors, including but not limited to socioeconomic status, cultural background, family dynamics, geographic location, disability or additional needs, and family circumstances.</p>
Working with Children (WWC) Check	<p>The check is a legal requirement under the <a href="#">Worker Screening Act 2020</a> 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>
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>