

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

ACECQA Australian	
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	<p>current activity of each child</p> <p>areas in which the children are engaged in an activity (visibility and accessibility)</p> <p>developmental profile of each child and of the group of children</p> <p>experience, knowledge and skill of each educator</p> <p>need for educators to move between areas (effective communication strategies).</p>
Approved first aid qualification	<p>A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: www.cecqa.gov.au</p>
Approved provider	<p>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.</p>
Attendance record	<p>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>).</p>
Authorised officer	<p>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.</p>
Authorised person	<p>An authorised person means a person who belongs to one of the below groups: a person who holds a current working with children check or working with</p>

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 development (Early Years Learning Framework; adapted from Te Whariki).
Department of Education	A government department in Victoria, responsible for: granting approvals, including provider approval and service approvals assessing and rating services against the National Quality Standard working with ACECQA to promote continuous quality improvement and educating the sector and community about the National Quality Framework.
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.
Each child	As defined in the <i>Guide to the National Quality Framework</i> , a phrase used in the

death

a person needing medical treatment within 48 hours of being exposed to a substance

a person needing immediate treatment as an in-patient at a hospital

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).

Incidents must be reported if they expose a person in the immediate vicinity to an

registered or licensed plant collapsing, overturning, falling or malfunctioning

collapse or failure of an excavation, or shoring supporting an excavation

	<p>Only treatment related to serious injury, illness or trauma is required to be notified, not other health matters.</p> <p>any emergency for which emergency services attended</p> <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> <p>a child appears to be missing or cannot be accounted for at the service</p> <p>a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations</p> <p>a child was mistakenly locked in or out of the service premises or any part of the premises.</p> <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 (DE) (<i>refer to Definition</i>) through the NOA 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>. 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 ACECE m0Lr08 a ilng .84 reW* hr staff</p>

