

Policy Glossary

General Terms	General Definition/Glossary
Absence seizure	Occurring mostly in children, this consists of brief periods of loss of awareness, most often for less than 10 seconds. Some children can experience these types of seizures multiple times during the day which may compromise learning. Absence seizures can be mistaken for day-dreaming. They are no longer called 'petit mal'.
Abuse	See Child abuse definition below
Abuser	A person who mistreats and/or harms a child or young person.
Acceptable immunisation documentation	documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.
Achievement Program	The Achievement Program is making it easier for Victorian children and adults to be healthier. The program closely aligns with the NQS and Victorian Early Years Learning and Development Framework. It supports the integration of health and wellbeing strategies into a comprehensive whole service approach' to health and wellbeing which is integrated into Quality Improvement Plans. It's free to participate and gives services tools and support to build on their current healthy practices. Supported by the Victorian Government, services receive recognition once healthy changes are achieved.
Active Play	Active Play covers a range of activities including, throwing, jumping, running, lifting, pushing and pulling appropriately sized objects, sweeping raking, digging being active to music, movement and games.
Actively working towards	An educator who is enrolled in a course for a qualification and provides the Approved Provider with documentary evidence of their commencement in the course; their satisfactory progress towards completion of the course and ongoing evidence that they are meeting all the requirements to maintain their enrolment. Educators who are 'actively working towards' an approved diploma-level qualification must also hold an approved Certificate III level education and care qualification or have completed the mandatory units of study in an approved Certificate III level education and care qualification as determined by the national authority (ACECQA).
Additional Assistant	The Kindergarten Inclusion Support (KIS) program aims to build capacity of funded Kindergartens to support the access and participation of children with additional needs in inclusive kindergarten programs. The role of the Additional Assistant is to support the kindergarten staff in providing an inclusive program for all children in the kindergarten.
Additional Childcare Subsidy	<p>Additional Childcare Subsidy provides additional fee assistance to support vulnerable or disadvantaged families and children. This support recognises the preventative and protective influence of quality child-care on a child's health, wellbeing and development, and the importance of continuity of care.</p> <p>There are four different payments under Additional Childcare Subsidy:</p> <ol style="list-style-type: none"> 1. Additional Childcare Subsidy (child wellbeing) - to help children who are at risk of serious abuse or neglect 2. Additional Childcare Subsidy (grandparent) - to help grandparents on income support who are the principal caregiver of their grandchildren 3. Additional Childcare Subsidy (temporary financial hardship) - to help families experiencing financial hardship

DOCUMENT TITLE & NUMBER	POLICY GLOSSARY			
Content Owner	Uniting Early Learning – Executive Officer			Page 1 of 36
Document Author	EL Practice Manager	Document Version	V 12	Policy No. 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

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	4. Additional Childcare Subsidy (transition to work) - to help low-income families transitioning from income support to work.
Additional needs	A broad term that can include families and children experiencing disability, a medical condition, a developmental concern, an emotional need (resulting from trauma, abuse or grief), family displacement (due to war or refugee status), domestic violence, mental illness, family separation or divorce.
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.</p> <p>Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • current activity of each child • areas in which the children are engaged in an activity (visibility and accessibility) • developmental profile of each child and of the group of children • experience, knowledge and skill of each educator • need for educators to move between areas (effective communication strategies).
Adrenaline autoinjector	An intramuscular injection device containing a single dose of adrenaline designed to be administered by people who are not medically trained. This device is commonly called an EpiPen® or an Anapen®. As EpiPen® and Anapen® products have different administration techniques, only one brand should be prescribed per individual and their ASCIA action plan for anaphylaxis must be specific for the brand they have been prescribed. Used adrenaline autoinjectors should be placed in a rigid sharps disposal unit or another rigid container if a sharps container is not available.
Adrenaline autoinjector kit	An insulated container with an unused, in-date adrenaline autoinjector, a copy of the child's ASCIA action plan for anaphylaxis, and telephone contact details for the child's parents, doctor/medical personnel and the person to be notified in the event of a reaction if the parents cannot be contacted. If prescribed, an antihistamine should also be included in the kit. Autoinjectors must be stored away from direct heat and cold.
Adrenaline autoinjector training	Training in the use of the adrenaline autoinjector that is provided by allergy nurse educators or other qualified professionals such as doctors or first aid trainers, through accredited training institutions or through the use of a self-paced training CD and autoinjector trainer.
Adult-guided active play	Adult-guided active play encourages children's physical development through promoting movement skills in a non-competitive environment.
AEDs	Antiepileptic drugs used for the treatment of many epilepsy syndromes. AEDs do not cure epilepsy but most seizures can be prevented by taking medication regularly one or more times a day. For many people, medication makes it possible to live a normal, active life, free of seizures. Others may continue to have seizures, but less frequently.
Alcohol	A depressant drug that slows down activity in the central nervous system

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 2 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Allergen	A substance that can cause an allergic reaction.
Allergic reaction	<p>A reaction to an allergen. Common signs and symptoms include one or more of the following</p> <p><i>Mild to moderate signs & symptoms:</i></p> <ul style="list-style-type: none"> • hives or welts • tingling mouth • swelling of the face, lips & eyes • abdominal pain, vomiting and/or diarrhoea are mild to moderate symptoms, however these are severe reactions to insects. <p><i>Signs & symptoms of anaphylaxis are:</i></p> <ul style="list-style-type: none"> • difficult/noisy breathing • swelling of the tongue • swelling/tightness in the throat • difficulty talking and/or hoarse voice • wheeze or persistent cough • persistent dizziness or collapse (child pale or floppy).
Allergy	An immune system response to something in the environment, which is usually harmless, e.g.: food, pollen, dust mite. These can be ingested, inhaled, injected or absorbed.
Anaphylaxis	A severe, rapid and potentially life-threatening allergic reaction that affects normal functioning of the major body systems, particularly the respiratory (breathing) and/or circulation systems.
Anaphylaxis action plan	Refer to the definition for <i>ASCIA action plan for anaphylaxis</i> below
Anaphylaxis management training	Training that includes recognition of allergic reactions, strategies for risk minimisation and risk management, procedures for emergency treatment and facilitates practise in the administration of treatment using an adrenaline autoinjector trainer. Approved training is listed on the ACECQA website.
Anaphylaxis ASCIA action plan	<p>An individual medical management plan prepared and signed by the child's treating, registered medical practitioner that provides the child's name and confirmed allergies, a photograph of the child, a description of the prescribed anaphylaxis medication for that child and clear instructions on treating an anaphylactic episode. The plan must be specific for the brand of autoinjector prescribed for each child. Examples of plans specific to different adrenaline autoinjector brands are available for download on the Australasian Society of Clinical Immunology and Allergy (ASCIA) website:</p> <p>http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis</p>
Anti-spyware	Software designed to remove spyware: a type of malware, that collects information about users without their knowledge.
Approved childcare	Approved childcare services are services that have Australian Government approval to receive the Childcare Subsidy (refer to Definitions) on behalf of eligible parents. Approved childcare includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in home care.
Approved Emergency Asthma Management (EAM) training	Training that is approved by the National Authority in accordance with Division 7 of the National Regulations, and is listed on the ACECQA website: www.acecqa.gov.au . EAM training provides knowledge about the underlying causes of asthma, asthma triggers, and the recognition and treatment of an asthma attack.
Approved first aid qualification	<p>A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website:</p> <p>www.acecqa.gov.au</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 3 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Approved learning framework	A document that outlines practices that educators and co-ordinators must use to support and promote children's learning. The <i>Early Years Learning Framework (Belonging, Being & Becoming)</i> and the <i>Victorian Early Years Learning and Development Framework</i> are approved learning frameworks for use in Victoria and Tasmania, approved by the Ministerial Council.
Approved Provider	An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper to operate one or more education and care services. Definitions: " person with management or control , in relation to an education and care service, means - (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service" .)
Approved service	An education and care service for which a service approval exists. A request for service approval must be made in writing to the Regulatory Authority and include prescribed information including details of the Nominated Supervisor and their written consent to be nominated as such.
Assault	An incident where a person causes injury, pain, discomfort or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.
Assessment and Planning Cycle	The assessment and planning cycle process includes observation, analysing learning, documentation, planning, implementation and reflection. This ongoing process is used by educators, with support from educational leader and in partnership with families and other professionals, to design programs that enhance and extend each child's learning and development.
Asthma Care Plan	A record of information on an individual child's asthma and its management, including contact details, what to do when the child's asthma worsens and the treatment to be administered in an emergency. Asthma Care Plan templates, including a plan specifically for use in children's services, can be downloaded from Asthma Australia's website: www.asthma.org.au .
Asthma emergency	The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.
Asthma first aid kit	<p>Kits should contain:</p> <ul style="list-style-type: none"> • reliever medication • 2 small volume spacer devices • 2 compatible children's face masks (for children under the age of four) • record form • asthma first aid instruction card. <p>The Asthma Foundation of Victoria recommends that spacers are for single use only. It is essential to have at least two spacers in each first aid kit, and these should be replaced once used.</p>
Asthma Thunderstorms	<p>Thunderstorm asthma is the triggering of an asthma attack by environmental conditions directly caused by a local thunderstorm. It has been proposed that during a thunderstorm, pollen grains can absorb moisture and then burst into much smaller fragments with these fragments being easily dispersed by wind.</p> <p>The epidemic thunderstorm asthma forecast system will operate between 1 October and 31 December. It combines the forecasting of a certain uncommon type of thunderstorm and forecasting grass pollen counts across Victoria. It spans three days and uses a colour-coded scale from low to high risk: green (low), orange (moderate) and red (high).</p>
Asthma triggers	Things that may induce asthma symptoms, for example, pollens, colds/viruses, dust mites, smoke and exercise. Asthma triggers will vary from child to child.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 4 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

At risk child	A child whose allergies have been medically diagnosed and who is at risk of anaphylaxis.
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 (Regulation 158)
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 delegate	The Approved Provider for an Organisation gives approval for a delegated person i.e. "Area Manager to be the delegated <i>person with management or control</i> , in relation to an education and care service, means - (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service" .)
Authorised person	An authorised person means a person who belongs to one of the groups below. <ul style="list-style-type: none"> • A person who holds a current working with children check or working with children care; or • A parent or family member of a child who is being educated and cared for by the education and care service of the family day care educator; or • 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 • In the case of an emergency, medical personnel or emergency service personnel • A person who is permitted under the working with children law of a jurisdiction to remain at the education and care service premises without holding a working with children check working with children care.
AV How to Call Card	A card that the service has completed containing all the information that Ambulance Victoria will request when phoned on 000. Once completed, this card should be kept within easy access of all service telephone/s. A sample card can be downloaded from www.ambulance.vic.gov.au/Education/Calling-Triple-o.html
Behaviour guidance	A means of assisting children to self-manage their behaviour. It differs from traditional 'behaviour management' or 'discipline' which generally implies that an adult is 'managing' children's behaviour or using punishment to control children. Behaviour guidance applies to all forms of behaviour, not just behaviours labelled as 'negative'.
Behaviour guidance plan	A plan that documents strategies to assist an educator in guiding a child with diagnosed behavioural difficulties to self-manage his/her behaviour. The plan is developed in consultation with the Responsible Person, educators, parents and families, and other professional support agencies as applicable.
Best Start	A prevention and early intervention project to improve the health, development, learning and wellbeing of all Victorian children from conception through to transition to school. It aims to strengthen the capacity of parents, families, communities and early year's services to better provide for the needs of all young children and their families. There are 30 Best Start sites, six of which are Aboriginal Best Start sites. Further information is available in The Kindergarten Guide.
Blood glucose meter	A compact device used to check a small blood drop sample to determine the blood glucose level.
Blood-borne virus (BBV)	A virus that is spread when blood from an infected person enters another person's bloodstream. Examples of blood-borne viruses include human immunodeficiency virus (HIV), hepatitis B, hepatitis C and viral haemorrhagic fevers. Where basic hygiene, safety, infection control and first aid procedures are followed, the risks of contracting a blood-borne virus are negligible.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 5 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Bullying	Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more person. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.
Chain email	An email instructing recipient to send out multiple copies of the same email so that circulation increases exponentially.
Challenging behaviour:	Behaviour that: <ul style="list-style-type: none"> disrupts others or causes disputes between children, but which is part of normal social development infringes on the rights of others causes harm or risk to the child, other children, adults or living things is destructive to the environment and/or equipment inhibits the child's learning and relationship with others is inappropriate relative to the child's developmental age and background.
Child	<i>In Victoria</i> , under the <i>Children, Youth and Families Act 2005</i> , a child or young person is a person under 18 years of age. <i>In Tasmania</i> , Children and Youth Services CYS provides a range of service and support that contribute to ensuring children, young people and their families are safe, nurtured and well.
Child abuse	(In the context of this policy) refers to an act or omission by an adult that endangers or impairs a child's physical and/or emotional health and development. Child abuse may be a single incident but more often takes place over time. Abuse, neglect and maltreatment (refer to <i>Definitions</i>) are generic terms used to describe situations in which a child may need protection. Child abuse includes any and all the following: Physical abuse: When a child suffers or is likely to suffer significant harm from an injury inflicted by a parent, caregiver or other adult. The injury may be inflicted intentionally or be the consequence of physical punishment or the physically aggressive treatment of a child. Physical injury and significant harm to a child can also result from neglect by a parent, caregiver or other adult. The injury may take the form of bruises, cuts, burns or fractures, poisoning, internal injuries, shaking injuries or strangulation. Sexual abuse: When a person uses power or authority over a child, or inducements such as money or special attention, to involve the child in sexual activity. It includes a wide range of sexual behaviour from inappropriate touching/fondling of a child or exposing a child to pornography, to having sex with a child www.bullyingnoway.gov.au Office of the Child Safety Commissioner , Victoria which is now the Commission for Children and Young People – document can be viewed at: https://ccyp.vic.gov.au/ Grooming: Concerns predatory conduct undertaken to prepare a child for sexual activity at a later time. This is a criminal offence under Victorian law. Emotional and psychological abuse: Occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development. Neglect: The failure to provide a child with the necessities of life, such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed (Victorian Department of Health and Human Services). Family violence: When children and young people witness or experience the chronic, repeated domination, coercion, intimidation and victimisation of one person by another through physical, sexual and/or emotional means within intimate relationships (adapted from the Australian Medical Association definition).

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 6 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>For a more detailed definition of child abuse see to Appendix 2: Definitions of child abuse and indicators of harm in <i>Protecting the safety and wellbeing of children and young people</i> (refer to Sources)</p> <p>Racial, cultural, religious abuse: Conduct that demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture or religion. It may be overt, such as direct racial vilification or discrimination, or covert, such as demonstrating a lack of cultural respect (attitude and values) and awareness (knowledge and understanding) or failing to provide positive images about another culture.</p>
Childcare Safety Net	<ul style="list-style-type: none"> A scheme that provides targeted assistance to vulnerable and at-risk children and their families, as well as supporting childcare services in disadvantaged communities to address barriers in accessing childcare. <p>The Safety Net has three components:</p> <ul style="list-style-type: none"> Additional Childcare Subsidy Community Childcare Fund Inclusion Support Program
Childcare Subsidy	<p>CCS is the base level of subsidy that all families will be entitled to subject of some eligibility criteria families need to meet which are similar to the CCB/CCR. Monies are paid directed to the Service Provider and passed on to families as a fee reduction. Families will make a co-contribution to their childcare fees and pay to the provider the difference between the fee charged and the subsidy amount. Be better targeted and provide more assistance to the low- and middle-income families. Some basic requirements must be satisfied for an individual to be eligible to receive childcare Subsidy for a child these include;</p> <ul style="list-style-type: none"> The age of the child (must be 13 or under and not attending secondary school) The child meeting immunization requirements The individual, or their partner, meets the residency requirements. <p>Factors that will determine a family's level of Childcare subsidy.</p> <ul style="list-style-type: none"> Combines family income Activity test Service type <p>Targeted additional fee assistance vulnerable families through the Childcare Safety Net which has three (3) components and provides extra support for;</p> <ul style="list-style-type: none"> <i>Child Wellbeing</i> – Families who require practical help to support their children's safety and wellbeing. <i>Grandparents</i> – Grandparents in receipt of income support who are the principal carer of their grandchildren <i>Temporary Financial Hardship</i> - Short-term increased childcare fee assistance for families who are experiencing significant financial stress due to exceptional circumstances <i>Transition to Work</i> - Parents transitioning to work from income support Further information can be found at: https://www.education.gov.au/child-care-subsidy-o
Child FIRST	<p>A Victorian community-based intake and referral service linked with Family Services. Child FIRST ensures that vulnerable children, young people and their families are effectively linked to relevant services, including Child Protection</p> <p>https://services.dhhs.vic.gov.au/referral-and-support-teams</p>
Child information Sharing Scheme	<p>The new Child Information Sharing (CIS) Scheme allows authorised organisations and professionals who work with children, young people and their families to share information with each other to promote children's wellbeing and safety. Many services</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 7 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>already work together to do this, but the new CIS Scheme makes it easier for professionals to support children, young people and families get the help they need as early as possible, and prevent any harm occurring.</p> <p>All Victorian children and young people from 0-18 years of age are covered by the new CIS Scheme.</p> <p>The Victorian Government will also build a new IT system called Child Link that will draw together information from existing government information management systems.</p>
Child-initiated active play	Child-initiated active play is developed by the child through exploration of the environment, equipment and games
Child protection	<p>The term used to describe the whole-of-community approach to the prevention of harm to children. It includes strategic action for early intervention, for the protection of those considered most vulnerable and for responses to all forms of abuse.</p> <p>https://providers.dhhs.vic.gov.au/child-protection</p>
Child Protection Service	<p>The statutory child protection service provided by the Victorian Department of Health and Human Services, to protect children and young people at risk of abuse and neglect. This service also works closely with Family Services (including Child FIRST) to support the assessment and engagement of vulnerable children and families in community-based services.</p> <p>In Tasmania, The Children, Young Persons and Their Families Act 1997, is strongly based on the United Nations Convention on the Rights of the Child and reflects the view that all efforts should be directed towards accurately balancing assessment of safety and risk with strengthening positive aspects in the individual, family and community systems.</p> <p>http://www.DHHS.vic.gov.au/for-service-providers/children,-youth-and-families/child-protection</p>
Child sex offender	Someone who sexually abuses children, and who may or may not have prior convictions.
Child Wellbeing and Safety Act 2005-Reportable Conduct Scheme	<p>The first phase (including government and non-government schools) of the Victorian reportable Conduct Scheme established under this Act commenced on 1 July 2017. Phase two commenced in January 2018 and included disability services. All approved education and care services and children's service, including kindergartens, long day care services, and occasional care services will be included in the third phase commencing on 1 January 2019.</p>
Children with additional needs:	Children whose development or physical condition requires specialist support, or children who may need additional support due to language, cultural or economic circumstances (refer to Inclusion and Diversity, Access and Equity Policies).
Cleaning	A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved using water and detergent. During this process, micro-organisms will be removed but not destroyed.
Clothing for sun protection	Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.
Code of conduct	A set of rules or practices that establish a standard of behaviour to be followed by individuals and organisations. A code of conduct defines how individuals should behave towards each other, and towards other organisations and individuals in the community (refer to <i>Code of Conduct Policy</i>).
Communicable disease	A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.
Communities	Social or cultural groups or networks that share a common purpose, heritage, rights and responsibilities and/or other bonds. 'Communities' is used variously to refer, for

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 8 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	example, to the community within early childhood and school age care settings, extended kinships, the local geographic community and broader Australian society.
Community participation	Taking an active role in contributing to communities
Communications plan	A plan that forms part of the policy outlining how the service will communicate with parents and staff in relation to the policy. The communications plan also describes how parents 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 (refer to <i>Dealing with Medical Conditions Policy</i>).
Complaint	(In relation to the Complaint & Grievance policy-L3) a complaint is defined as an issue of a minor nature that can be resolved promptly or within 24 hours, and does not require a detailed investigation. Complaints include an expression of displeasure, dissatisfaction, unmet expectation or frustration, such as poor service, and any verbal or written complaint directly related to the service (including general and notifiable complaints. Complaints do not include staff, industrial or employment matters, occupational health and safety matters (unless related to the safety of the children) and issues related to the legal business entity, such as the incorporated association or co-operative.
Complaints and Grievances Register	(In relation to the Complaint & Grievance policy) records information about complaints and grievances received at the service, together with a record of the outcomes. If the feedback, compliment or complaint relates to a consumer, record it in the consumer file. The information is also recorded in the Uniting register on the Intranet Quality and Safety Hub.. The register can provide valuable information to the Approved Provider on meeting the needs of children and families at the service.
Computer virus	Malicious software programs, a form of malware that can spread from one computer to another through the sharing of infected files, and that may harm a computer system's data or performance.
Compliment	An expression of gratitude, satisfaction, or exceeding of expectations by or on behalf of a consumer regarding the quality of delivery of services policies, procedures or conduct or any other element of the way we do our business, regardless of how it is made.
Conflict of interest	An interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of an individual or member of a group, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the individual but also their relatives, friends or business associates.
Consumer	Refers to current and former consumers of Uniting, their family, support persons and advocates, as well as supported employees engaged in social enterprises.
Contractor	A person or company that undertakes a contract to provide materials or labour to perform a service or do a job. Examples include photographer, tradesperson, people contracted to provide an incursion.
Cough etiquette	The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either, soap and water or a disinfectant hand rub.
Consumer	A person who is a current or potential user of Uniting's services. Note: this term may vary across service streams for example client, customer, services user, etc. and extend to families and carers
Country Fire Authority (CFA)	CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including: <ul style="list-style-type: none"> • fire safety building inspections • delivering community awareness, education and safety programs • post-incident analysis and fire investigation

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 9 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Tasmania Fire Service (TFS):	<ul style="list-style-type: none"> fire prevention planning and land use planning at a municipal level. <p>TFS The Tasmania Fire Service is committed to creating, with your help, a community that is safe from fire.</p> <ul style="list-style-type: none"> To improve your safety, you need to be well-informed about the dangers posed by fire in your own environment - at home, at work and at play. Understanding fire safety, taking steps to prevent fires occurring, and acting appropriately when fires break out, will help protect you, your loved ones and your valuable possessions.
Criminal history record check- Victoria	<p>Victoria - A full-disclosure, Australia-wide criminal history record check issued by Victoria Police, or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.</p> <p>Tasmania - Screening will include a national criminal history check and possibly other forms of checking to the extent allowable in Tasmania. ... These checks usually involve a National Police ...</p>
Critical reflection	Reflective, or thoughtful, practices that focus on implications for equity and social justice (<i>Early Years Learning Framework</i> , p 45.)
Cultural safety	An environment that is spiritually, socially and emotionally safe, as well as physically safe for people; 'where there is no assault challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience of learning together
Culturally and linguistically diverse (CALD)	Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.
Culture	The values and traditions of groups of people that are passed from one generation to another.
Curriculum	All interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development (<i>Early Years Learning Framework</i> , p45).
Defamation	To injure or harm another person's reputation without good reason or justification. Defamation is often in the form of slander or libel.
Department of Education and Training (DET)- Victoria	The Victorian State Government department with primary responsibility for the approval, monitoring and quality assessment of services in Victoria in accordance with the national legislative framework and in relation to the <i>National Quality Standard</i> .
Department of Education- Education and care unit - Tasmania	The Tasmanian Government Education and Care Unit, of the Department of Education is responsible for the administration of the Education and Care Services National Law (Tasmania) 2011, as well as the Childcare Act 2001.
Department of Health and Human Services Victoria	The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the <i>Food Act 1984</i> .
Department of Health Tasmania	<p>Tasmanian - DHHS improves, promotes, protects and maintains the health, safety and wellbeing of Tasmanians through service planning, managing, procuring and delivering high quality health and human services.</p> <p>This covers the range of essential public services delivered by operational Groups: Children and Youth Services (CYS) provides a range of services and supports that contribute to ensuring that children, young people and their families are safe, nurtured and well.</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 10 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	Ambulance Tasmania (AT) Housing, Disability and Community Services (HDCCS) Public Health Services (PHS)
Developmental delay	A delay in the development of a child under the age of 6 years that: <ul style="list-style-type: none"> a) is attributable to a mental or physical impairment, or a combination of mental and physical impairments, and b) is manifested before the child attains the age of 6 years, and c) results in substantial functional limitations in one or more of the following areas of major life activity: <ul style="list-style-type: none"> i) self-care ii) receptive and expressive language iii) cognitive development iv) motor development, and d) reflects the child's need for a combination and sequence of special interdisciplinary or generic care, treatment or other services that are of extended duration and are individually planned and co-ordinated (<i>Disability Act 2006</i> (Vic)).
Direct Manager	The manager to whom the Representative directly reports.
Disability	<ol style="list-style-type: none"> 1. In relation to a person, refers to: 2. a sensory, physical or neurological impairment or acquired brain injury, or any combination thereof, that: <ul style="list-style-type: none"> a. is, or is likely to be, permanent, and b. causes a substantially reduced capacity in at least one of the areas of self-care, self-management, mobility or communication, and c. requires significant ongoing or long-term episodic support, and d. is not related to ageing, or 3. an intellectual disability, or 4. a developmental delay (<i>Disability Act 2006</i> (Vic)).
Disclaimer	Statement(s) that seeks to exclude or limit liability and is usually related to issues such as copyright, accuracy and privacy.
Disclosure	Refers to a statement that a child or young person makes to another person that describes or reveals abuse.
Dispute resolution procedure	The method used to resolve complaints, disputes or matters of concern through an agreed resolution process.
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.
Domestic/family violence	The repeated use of violent, threatening, coercive or controlling behaviour by an individual against a family member(s) or someone with who they have or have had an intimate relationship, including carers.
Drug	Refers to any substance taken to change the way the body and/or mind functions
Duty of care	<p>A common law concept that refers to the responsibilities of organisations and staff to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.</p> <p>In addition, organisations have a duty of care to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under its care, supervision or authority. The duty will relate to individuals associated</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner		Uniting Early Learning-Executive Officer		Page 11 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	with an organisation, including but not limited to committee members, employees, volunteers and contractors of care refers to the responsibility of education and care services and their staff to provide children with an adequate level of care and protection against foreseeable harm and injury.
Each child	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 Intervention Services (ECIS)-Victoria	These services support families and children experiencing a disability or developmental delay (refer to <i>Definitions</i>) from birth to school age. ECIS are funded through the Department of Education and Training (DET) and provided by Specialist Children's Services teams and Early Childhood Intervention agencies.
Early Childhood Intervention Service - Tasmania	Early Childhood Intervention Services support children with a disability or developmental delay from birth to school entry, and their families. Service Eligibility Guidelines and Definitions (PDF, 86KB) are available online. The overall aim of these services is to provide parents and families with the knowledge, skills and support to meet the changing needs of their child and to optimise the child's development and ability to be part of family and community life.
Early childhood teacher	A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: www.acecqa.gov.au
Early Start Kindergarten (Vic)	A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.aspx
Educational Leader	The Approved Provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service. This person must have a thorough understanding of the <i>Early Years Learning Framework</i> (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.
Educator	An individual who provides education and care for children as part of an education and care service.
Educational program	A program that: <ul style="list-style-type: none"> • Is based on an approved learning framework; and • Is delivered in a manner that accords with the approved learning framework; and • Is designed to take into account the individual differences of each child.
Electronic communications	Email, instant messaging, communication through social media and any other material or communication sent electronically.
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.
Emergency services	Includes Ambulance, fire brigade, police and state emergency services
Emergency epilepsy medication	Medication that has been prescribed for the treatment of prolonged seizures or a cluster of seizures. The most common type of emergency medication prescribed is buccal or nasal midazolam. Rectal Valium has been used in the past but is not often prescribed for use as an emergency epilepsy medication. Medication information is included in a child's Emergency Medication Management Plan, and this must be kept up to date. Only

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 12 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	staff who have received child-specific training in the emergency administration of midazolam can administer this medication
Emergency Management Plan (EMP)	A written set of instructions to assist the Approved Provider, Nominated Supervisor, educators and staff to deal with incidents or situations that could pose a threat to life, health or property. <i>Emergency Management Plan Guidelines</i> and an <i>Emergency Management Plan</i> template are available on the DET website at: https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagemenrequirements.aspx
Emergency Medication Management Plan (EMMP)	Completed by the prescribing doctor in consultation with the individual and/or their family/carer. This medication plan must be attached to the individual's Epilepsy Management Plan which has been signed by the child's treating doctor.
Emergency services	Includes ambulance, fire brigade, police and state emergency services
Encryption	The process of systematically encoding data before transmission so that an unauthorised party cannot decipher it. There are different levels of encryption available.
Endpoint data storage devices	Devices capable of storing information/data. New devices are continually being developed, and current devices include: <ul style="list-style-type: none"> • laptops • USB sticks, external or removable hard drives, thumb drives, pen drives and flash drives • iPods or other similar devices • cameras with USB drive connection • iPhones/smartphones • PCI/PC Card/PCMCIA storage cards • PDAs (Personal Digital Assistants) • other data-storage devices (CD-ROM and DVD)
Enrolment application fee	A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.
Enrolment application form:	Submitted by parents to a service to express interest in a place within a particular program for their child. An enrolment application form for Uniting Early Learning Services is provided. Services participating in a centralised Local Government schemes will follow those processes.
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. Most information will be gathered from parents via an Enrolment form. All information provided will be kept confidential by the service.
Environmental sustainability	The responsible use and management of the planet's resources to ensure that they remain available and uncompromised for future generations to use and enjoy.
Epidemic	Epidemic: is an outbreak of a contagious disease that spreads rapidly and extensively and affects many individuals simultaneously in an area or population.
Epilepsy	Recurrent seizures (abnormal burst of electrical activity in the brain that scrambles messages) that are unprovoked.
Epilepsy Management Plan (EMP)	Designed to help people recognise when seizures are occurring, gives clear directions about appropriate first aid. The plan is developed by the person who has the most knowledge and experience of the individual's epilepsy and seizures, should be less than 12 months old. The management of epilepsy requires a team approach and the plan should be reviewed and signed by the individual's treating doctor. An Epilepsy Management Plan and Support Package has been designed by The Epilepsy Foundation of Victoria: https://epilepsyfoundation.org.au/understanding-epilepsy/

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 13 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

EpiPen®	A type of adrenaline autoinjector containing a single dose of adrenaline which is delivered via a spring-activated needle that is concealed until administration is required. Two strengths are available: an EpiPen® and an EpiPen Jr®, and each is prescribed according to a child's weight. The EpiPen Jr® is recommended for a child weighing 10–20kg. An EpiPen® is recommended for use when a child weigh more than 20kg. The child's ASCIA action plan for anaphylaxis (refer to <i>Glossary</i>) must be specific for the brand of device they have been prescribed.
Equity	(In the context of human rights) is the behaviour of acting in a fair and just manner towards others.
E-safety	The safe and responsible use of technology including use of the internet, electronic media and social media in order to ensure information security and personal safety. There are three main areas of risk to safety: 'Content: being exposed to illegal, inappropriate or harmful material Contact: being subjected to harmful online interactions with other users (including bullying) Conduct: personal online behaviour that increases the likelihood of, or causes, harm.'
Ethical conduct	Always act in the best interests of children, their parents and families, and users of the service.
Ethical practice	A standard of behaviour that the service deems acceptable in providing their services.
Exclusion	Prohibiting attendance or participation in the program at the service.
Excursion	An outing organised by the education and care service. The written permission of parents or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises. Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site
Excursion/service event charge	An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to <i>Excursions, Regular Outings and Service Events Policy</i>).
Family day care coordinator	A person employed or engaged by the approved provider of a family day care service to monitor and support the family day care educators who are part of the service
Family day care educator /contractor	An educator engaged by or registered with a family day care service to assist family day care educators.
Family day care residence	A residence at which a family day care educator educates and cares for children as part of family day care service.
Family day care service	An education and care service that is delivered through the use of two or more educators to provide education and care to children and operates from two or more residences. NOTE: A family day care service that is an approved family day care service may provide education and care to children from a family day care residence or an approved family day care venue.
Family day care venue	A place other than a residence approved as a family day care venue for an approved family day care service
Family member	in relation to a child, means: a) a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood or half-blood, and whether that relationship arises by marriage (including a de facto relationship), by adoption or otherwise, or b) a relative of the child according to Aboriginal or Torres Strait Islander tradition, or c) a person with whom the child resides in a family-like relationship, or

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 14 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	d) a person who is recognised in the child's community as having a familiar role in respect of the child.
Family-centred practice	<p>Children learn in the context of their families, and families are the primary influence on children's learning and development. Professionals also play a role in advancing children's learning and development and can engage in family-centred practice by respecting the pivotal role of families in children's lives. Early childhood professionals should:</p> <ul style="list-style-type: none"> • use families' understanding of their children to support shared decision-making about each child's learning and development • create a welcoming and culturally-inclusive environment, where all families are encouraged to participate in and contribute to children's learning and development • actively engage families and children in planning children's learning and development • provide feedback to families on each child's learning, and provide information about how families can further advance children's learning and development at home and in the community (<i>Victorian Early Years Learning and Development Framework</i>, p10).
Family Violence Information Sharing scheme	<p>The Family Violence Information Sharing Scheme (the scheme) has been created by Part 5A of the Family Violence Protection Act 2008 and the Family Violence Protection (Information Sharing and Risk Management) Regulations 2018.</p> <p>The scheme does not interfere with existing legislation that allows information to be shared, such as privacy or child protection legislation.</p> <p>Changes have also been made to Victorian privacy legislation that information can be shared in order to lessen or prevent a serious threat to an individual's life, health, safety or welfare.</p>
Fees:	A charge for a place within a program at the service.
Firewall	The primary method of keeping a computer/network secure. A firewall controls (by permitting or restricting) traffic into and out of a computer/network and, as a result, can protect these from damage by unauthorised users.
First aid	<p>The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training</p>
First aid kit	<p>The Compliance Code <i>First aid in the workplace</i>, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. <i>First aid in the workplace</i> is available at www.worksafe.vic.gov.au</p>
First aid management of anaphylaxis course	Accredited training in first aid management of anaphylaxis including competency in the use of an adrenaline autoinjector.
Fit and proper	<p>In determining whether an applicant is fit and proper, the Regulatory Authority must take into account the applicant's history of involvement in education and care services, their compliance with current and prior law, criminal history record check, and any bankruptcy or insolvency issues. The Regulatory Authority may reassess fitness and propriety at any time. Applicants are required to complete the Declaration of Fitness and Propriety form on the ACECQA website and have this approved by the Regulatory Authority. This form must be completed by an individual provider applicant or, in the case of an entity provider applicant, each person with management or control of a service. The form is available at: https://www.acecqa.gov.au/resources/applications</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 15 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	(Note: Under the <i>Education and Care Services National Law Act 2010</i> , Section 5, Definitions: "person with management or control , in relation to an education and care service, means – (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service".)
Flash drive	A small data-storage device that uses flash memory, has a built-in USB connection. Flash drives have many names, including jump drives, thumb drives, pen drives and USB keychain drives.
Focal (previously called simple or complex partial) seizures	Focal seizures (previously called partial seizures) start in one part of the brain and affect the area of the body controlled by that part of the brain. The symptoms experienced will depend on the function that the focal point controls (or is associated with). Focal seizures may or may not cause an alteration of awareness. Symptoms are highly variable and may include lip smacking, wandering behaviour, fiddling with clothes and feeling sick, 'edgy' or strange. Focal seizures where a person has full awareness were previously called simple partial seizures. Focal seizures where a person has an altered sense of awareness were previously called complex partial seizures. Focal seizures can progress into a generalised seizure.
Food allergies	Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (refer to <i>Anaphylaxis appendix Policy</i>). Less common symptoms of food allergy include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit www.allergyfacts.org.au
Food & Drink (Everyday)/ Healthy Eating	Eating a wide variety of foods from the five food groups each day. These are: <ul style="list-style-type: none"> • Fruit • Vegetables and legumes/beans • Grain (cereal) foods, mostly wholegrain • Milk, yoghurt, cheese, and alternatives • Lean meat, poultry, fish, eggs, tofu, nuts and seeds and legumes/beans • Healthy eating means eating in a way that is socially and culturally appropriate, having regular meals and snacks and eating food to satisfy hunger, appetite and energy needs.
Food & Drink (Discretionary/Sometime)	Discretionary/sometimes food and drink is high in fat, sugar and salt or a combination of these. ¹ They typically have very little nutritional value and are often processed and packaged. Examples of discretionary food and drink include: <ul style="list-style-type: none"> • chocolate, confectionery, jelly • sweet biscuits, high fat/salt savoury biscuits, chips • high sugar/high fat cakes and slices • cream, ice cream • deep fried foods (e.g. hot chips) and pastry-based foods (e.g. pies, sausage rolls and pasties) • most fast food and takeaway foods • some processed meats (e.g. sausages, frankfurts/hot dogs, salami, strasbourg, devon, some commercial chicken nuggets and fish fingers) soft drinks, fruit juice and fruit drinks, cordial, sports drinks, energy drinks, flavoured milk and flavoured mineral water
Food - High-risk foods	Bacteria that has the potential to cause food-poisoning can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs,

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 16 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately.
Food safety	(In relation to this policy) ensuring food provided by the service is fit for human consumption.
Food safety program	A written plan that details what an individual business does to ensure that the food it sells or handles is safe for human consumption. A food safety program is an important tool for businesses that handle, process or sell potentially hazardous foods, as it helps to maintain safe food handling practices and protect public health. It should identify potential hazards in all aspects of food handling, describe how such hazards can be controlled/monitored, and define appropriate corrective action to be taken when a hazard is found to be under-managed. A food safety program must also include the requirements for appropriate record keeping. Class 4 services are not required to have a food safety program (refer to Background).
Food safety supervisor	<p>A person who:</p> <ul style="list-style-type: none"> • can recognise, prevent and alleviate food handling hazards at a premises • has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards • has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times. <p>Class 4 food premises do not need a food safety supervisor (refer to <i>Background</i>). However, they must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles.</p>
Food Standards Australia New Zealand (FSANZ)	A bi-national Government agency with the responsibility to develop and administer the <i>Australia New Zealand Food Standards Code</i> (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand. View at: http://www.foodstandards.gov.au/code/Pages/default.aspx
Freedom of Information Act 1982:	Legislation regarding access and correction of information requests.
Funded kindergarten program – 4 year old children - (Vic only)	<ul style="list-style-type: none"> • Funded kindergarten program refers to a kindergarten program for children in the year before school for which per capita funding is received from the Department • Must provide a kindergarten program that is planned and delivered by a qualified teacher and offers at least: <ul style="list-style-type: none"> • 15 hours per week for 40 weeks of the year • 600 hours per year
Funded kindergarten program – 3 year old children - (Vic only)	The Victorian government is rolling out a subsidised kindergarten for all three-year-olds. Kindergarten programs will be run in sessional kindergartens and long day care centres. They will be available in certain areas from 2020, and across the state from 2022.
General complaint	A general complaint may address any aspect of the service e.g. a lost clothing item or the service's fees. Services do not have to notify the Regulatory Authority, but the complaint must be dealt with as soon as is practicable to avoid escalation of the issue.
Generalised seizure	Both sides of the brain are involved and the person will lose consciousness. A Tonic Clonic seizure is one type of generalised seizure.
Governance	The process, by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisation (Australian National Audit Office, 1999).
Grievance	A grievance is a formal statement (written or verbal) that cannot be addressed immediately and involves matters of a more serious nature, e.g. the service is in breach of a policy/regulation or child protection issues.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 17 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Harassment	When someone is demeaning, derogatory or intimidating towards another person. Harassment includes: <ul style="list-style-type: none"> • racial taunts • taunts about sexual orientation or gender identity • sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature • repeatedly insulting remarks.
Harm	Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person because of exposure to a hazard.
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
Hazard identification	A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.
Hazard management	A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the service premises of or while engaged in activities endorsed by the service.
Health Care Card:	A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au/customer/services/centrelink/health-care-card
Health information	Any information or an opinion about the physical, mental or psychological health or ability (at any time) of an individual.
Health Records Act 2001	State legislation that regulates the management and privacy of health information handled by public and private sector bodies in Victoria.
Hot drink	Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time. Hot drinks may only be consumed away from access by children, e.g. in the kitchen. Hot drinks must not be carried through the areas accessible by children during a session.
Hygiene	The principle of maintaining health and the practices put in place to achieve this.
Hyperglycaemia (high blood glucose)	Hyperglycaemia occurs when the blood glucose level rises above 15 mmol/L. Hyperglycaemia symptoms can include increased thirst, tiredness, irritability and urinating more frequently. High blood glucose levels can also affect thinking, concentration, memory, problem-solving and reasoning. Common causes include but are not limited to: <ul style="list-style-type: none"> • taking insufficient insulin • consuming too much food • common illnesses such as a cold • stress
Hypoglycaemia or hypo (low blood glucose)	Hypoglycaemia refers to having a blood glucose level that is lower than normal i.e. below 4 mmol/L, even if there are no symptoms. Neurological symptoms can occur at blood glucose levels below 4 mmol/L and can include sweating, tremors, headache, pallor, poor co-ordination and mood changes. Hypoglycaemia can also impair concentration, behaviour and attention, and symptoms can include a vague manner and slurred speech. Hypoglycaemia is often referred to as a 'hypo'. Common causes include but are not limited to: <ul style="list-style-type: none"> • taking too much insulin • delaying a meal • consuming an insufficient quantity of food • undertaking unplanned or unusual exercise.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 18 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>It is important to treat hypoglycaemia promptly and appropriately to prevent the blood glucose level from falling even lower, as very low levels can lead to loss of consciousness and convulsions.</p> <p>The child's diabetes action and management plan will provide specific guidance for services in preventing and treating a hypo.</p>
Illness	Any sickness and/or associated symptoms that affect the child's normal participation in the activities or program at the service.
Immunisation History Statement (from the Australian Immunisation Register)(AIR)	<p>The 'No Jab, No Play' Legislation requires early childhood education and care services which are regulated under the Education and Care Service National Law Act 2010 and have legislative responsibilities under the Public Health and Wellbeing Act 2008 to only offer a confirmed place in their programs to children with acceptable immunisation documentation.</p> <p>The law applies to childcare (long day care, 3 and 4 year old kindergarten, family day care and occasional care, parents/carers must provide the service with:</p> <ul style="list-style-type: none"> • <i>a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND</i> • <i>the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive; OR</i> • <i>is eligible to enrol under the 16 week grace period while the service works with the family to obtain the necessary immunisations / documentation.</i> <p>Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement</p> <ul style="list-style-type: none"> ○ phone AIR 1800 653 809 ○ visit a Medicare or Centrelink office
Inappropriate person	A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol
Incident	Any unplanned event resulting in or having potential for injury, ill health, damage or other loss.
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 12 hours after the occurrence. These records need to be kept for the period of time specified in Regulation 183.</p> <p>http://www.acecqa.gov.au/sample-forms-and-templates-now-available</p>
Inclusion	The incorporation of children and families into the service to ensure that all individuals have an equal opportunity to achieve their maximum potential.
Inclusion support agencies	<p>Funded by the Commonwealth Government to work at a local level with early childhood education and care services. ISAs provide practical advice on inclusive practices and support childcare services to build their capacity and to access training. The ISA may also recommend that services access resources, bi-cultural support and specialist equipment, administered by the Professional Support Coordinators (PSCs), to better facilitate a child's inclusion in a service. Further information and eligibility requirements are available at:</p> <p>https://www.education.vic.gov.au/childhood/professionals/needs/Pages/kinderinclusion.aspx</p>
Inclusion support subsidy (ISS)	<p>Assists eligible childcare services to improve their capacity to include children with ongoing high support needs, including those with disability, so they can be cared for appropriately within a service. Further details are available at:</p> <p>https://www.education.vic.gov.au/childhood/professionals/needs/Pages/kinderinclusion.aspx</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 19 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Inclusive practice	The provision of a flexible, innovative and responsive program that supports the learning needs and meaningful participation of all children attending the service.
Incursion	A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises.
Indigenous Professional Support Unit (IPSU)	Funded by the Commonwealth to provide professional development and support to services with a high proportion of indigenous children. The Victorian Aboriginal Education Association Inc. (VAEAI) is the IPSU in Victoria. VAEAI can also provide support to mainstream education and care services to raise their cultural competency. More information is available at: www.vaeai.org.au
Infection	The invasion and multiplication of micro-organisms in bodily tissue.
Infectious disease	A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.
Infectious Diseases - minimum period of exclusion	<p>The period advised by the Department of Health for excluding any person from attending a children's service to prevent the spread of infectious diseases through interpersonal contact. The exclusion table (Schedule 7) published by the Department of Health can be accessed at https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion</p> <p>Tasmanian exclusions https://www.education.tas.gov.au/parents-carers/school-colleges/workplace-learning/</p>
Infestation	The lodgement, development and reproduction of arthropods (such as head lice), either on the surface of the body of humans or animals, or in clothing.
Information Sharing Act 2018 Children Legislation Amendment	This legislation received Royal Assent on 10 April 2018 and establishes a Child Information Sharing (CIS) Scheme that authorises prescribed professionals and service providers to share information to promote the wellbeing and safety of children. The scheme commenced on 3 September 2018 and is modelled on recommendations made by the Royal Commission into Institutional Responses to Child Sexual Abuse. It will be phased in over the next few years with Early Childhood Service providers expected to be part of the third phase of the rollout in 2020/2021
Informed consent	A written agreement to do something or to allow something to happen, only after all the relevant facts, including the alternatives and the possible consequences of the action/s, are known
Injury	Any physical damage to the body caused by violence or an incident
Inclusivity	A policy of including people who might otherwise be excluded or marginalised
Inclusiveness	The act of including many different types of people and treating them fairly and equally
Insulin	Medication prescribed and administered by injection or continuously by a pump device to lower the blood glucose level. In the body, insulin allows glucose from food (carbohydrates) to be used as energy, and is essential for life.
Insulin pump	A small, computerised device to deliver insulin constantly, connected to an individual via an infusion line inserted under the skin.
Integrity	(In relation to this policy) refers to the accuracy of data. Loss of data integrity maybe either, gross and evident (e.g. a computer disk failing) or subtle (e.g. the alteration of information in an electronic file).
Interest	Anything that can have an impact on an individual or a group.
Intolerance	Often confused with allergy, intolerance is an adverse reaction to ingested foods or chemicals experienced by the body but not involving the immune system.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 20 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Ketogenic diet	A high fat, low carbohydrate, restricted-calorie diet that may be prescribed as additional therapy. This is an effective therapy for some children, although its mechanisms are not well understood. When introducing this diet, a child is usually hospitalised, as such radical dietary changes have the potential to cause serious problems for the child. Once the child is stabilised on a ketogenic diet, they can return home, with the diet managed by the parents or carers.
Ketones	Occur when there is insufficient insulin in the body. High levels of ketones can make children very sick. Extra insulin is required (given to children by parents) when ketone levels are >0.6 mmol/L if insulin is delivered via a pump, or >1.0 mmol/L if on injected insulin.
Kindergarten Fee Subsidy – Fees Policy (Vic only)	Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in <i>The Kindergarten Guide</i>
Kindergarten Fee Subsidy (Vic only)	A state government subsidy paid directly to the funded service to enable eligible families to attend a funded 3 & 4 year old kindergarten program or funded Early start program at no cost (or minimal cost) to promote participation. Details are available at: https://www.education.vic.gov.au/childhood/providers/funding/pages/kinderfundingcriteria.aspx
Kindergarten Inclusion Support Services (Vic only)	A program offering supplementary assistance to early childhood services to support the inclusion of children who have been diagnosed with developmental concerns, a disability or complex medical needs, into a funded kindergarten program. Services include the Preschool Field Officer Program and Kindergarten Inclusion Support Packages. Details are available in <i>The Kindergarten Guide</i> .
Kindergarten program (Vic only)	A service that provides an early childhood education program for a three/four year old, delivered by a qualified teacher, often but not necessarily on a sessional basis in a dedicated service.
Koorie Early Childhood Education Program (Vic only)	Supports Aboriginal children and their families to access and participate in kindergarten programs. The program consists of three components: <ul style="list-style-type: none"> a statewide co-ordinator who provides support, information and assistance to regional Koorie Engagement Support Officers – Early Childhood Development Koorie Engagement Support Officers – Early Childhood Development. the Koorie Preschool Assistants program.
Koorie Engagement Support Officers (KESOs) (Vic only)	Employed by the Department of Education and Training (DET) to assist families in accessing the broad range of services and support needed to ensure the best start in life for Aboriginal children from birth through to completion of school. KESOs provide advice and practical support to services that offer funded kindergarten places to ensure the delivery of programs that are respectful of the cultural beliefs and practices of Aboriginal children.
Koorie Preschool Assistants (KPSA) program (Vic only)	Implemented by the Department of Education and Training (DET) in partnership with local Aboriginal communities employing KPSAs and administer the program. KPSAs work in kindergartens to assist teachers to develop and deliver culturally-inclusive and responsive programs for Aboriginal children. Details are available in <i>The Kindergarten Guide</i>
Late collection charge	A charge that may be imposed by the service when parents are late to collect their child/children from the program (refer to Attachment 2 <i>Fee policy – Fee information for families</i>).
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.
Learning frameworks	Under the National Quality Framework (NQF), education and care services are required to ensure that the program delivered to all children being cared for and educated by the service is based on and delivered in a manner that accords with an approved learning framework. In Victoria,

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 21 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>the approved frameworks are:</p> <ul style="list-style-type: none"> • <i>Early Years Learning Framework (EYLF)</i> • <i>Victorian Early Years Learning and Development Framework (VEYLDF)</i> • <i>My Time, Our Place: Framework for School Age Care in Australia.</i>
Learning outcome	Children have a strong sense of identity. Children are connected with and contribute to their world. Children have a strong sense of wellbeing. Children are confident and involved learners. Children are effective communicators
Learning relationships	Relationships that further children's learning and development. Both adult and child have intent to learn from one another.
Maltreatment	Refers to physical and/or emotional mistreatment, and/or lack of care of the child. Examples include sexual abuse, the witnessing of family violence and any non-accidental injury to a child.
Malware	Short for 'malicious software'. Malware is intended to damage or disable computers or computer systems.
Mandatory closure (Vic only)	When services identified as being at high bushfire risk (BURR) are directed by DET to close on days declared a Code Red Fire Danger Rating day.
Mandatory reporting- Victoria	<p>There are certain classes of professionals, who are classified as "mandatory reporters". Which includes all educators working in early childhood.</p> <p>All mandatory reporters must make a report to Victoria Police and/or DHHS Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:</p> <ul style="list-style-type: none"> • a child has suffered, or is likely to suffer, significant harm as a result of physical injury and/or sexual abuse, and • the child's parents have not protected, or are unlikely to protect, the child from harm of that type. <p>It is a criminal offence not to report in these circumstances.</p> <p>Mandatory reporters must also follow Four Critical Actions For Early Childhood Services (see attachment 10) to ensure they fulfil all of their legal obligations.</p>
Mandatory reporting Tasmania	<p>Mandatory reporting in Tasmania includes the following:</p> <ul style="list-style-type: none"> • Principals and teachers in an educational institution (including a kindergarten) • A person who provides childcare, or a childcare service, for fee or reward • A person concerned in the management of a licensed childcare service <p>Section 14 of the Act provides that if a mandatory reporter in carrying out official duties or in the course of his or her work (whether paid or voluntary), believes, or suspects, on reasonable grounds, or knows</p> <ul style="list-style-type: none"> ○ that a child has been or is being abused or neglected or is an affected child within the means of the Family Violence Act 2004 ○ that there is a reasonable likelihood of a child being killed or abused or neglected by a person with whom the child is likely to reside
Marginalisation	The treatment of a person or group of people as insignificant or peripheral
Material safety data sheet	Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).
Mediation	An attempt to bring about a peaceful settlement or compromise between disputants through the objective intervention of a neutral party.
Mediator	A person (neutral party) who attempts to reconcile differences between disputants.
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 22 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Medical condition	The term medical condition includes asthma, epilepsy, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions. May be described as a condition that has been diagnosed by a registered medical practitioner.
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
Medical management plan	A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for anaphylaxis.
Medical practitioner	A person registered under the Health Practitioner National Law to practice in the medical profession.
Medication	Any substance, as defined in the <i>Therapeutic Goods Act 1989</i> (Cth), that is administered for the treatment of an illness or medical condition.
Medication (non-prescribed)	Over-the-counter medication, including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath.
Medication (prescribed)	Medicine, as defined in the <i>Therapeutic Goods Act 1989</i> (Cth), that is: <ul style="list-style-type: none"> authorised by a health care professional dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.
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 (Regulation 92). A sample medication record is available on the ACECQA website.
Mental health	Early childhood can be understood as a young child's ability to 'experience, regulate and express emotions; form close and secure interpersonal relationships; and explore the environment and learn – all in the context of family, community and cultural expectations for young children. Infant mental health is synonymous with healthy social and emotional development
Mental health and wellbeing	For the Healthy Early Childhood Services Achievement Program, the 'Mental Health and Wellbeing' health priority area focuses on social and emotional wellbeing and resilience
Metered dose inhaler (puffer)	A common device used to administer reliever medication.
Metropolitan Fire Brigade (MFB) – Victoria (see Tasmanian Fire Service (TFS))	Provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including: <ul style="list-style-type: none"> fire safety building inspections, and checking fire-fighting equipment delivering community awareness, education and safety programs.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 23 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Midazolam	Midazolam: Also known as Hypnovel, midazolam belongs to a group of pharmaceuticals called benzodiazepines. Its main purpose is as a sedative or hypnotic, and it is used for medical and surgical procedures. In epilepsy, midazolam is used for emergency management of seizures, as it has the ability to stop the seizures quickly. Once absorbed into the blood, midazolam travels to the brain, attaching to brain receptors that control electrical impulses that are firing at an unusually rapid rate. Midazolam also works by relaxing muscles, which is particularly beneficial in many types of seizures. The effect of midazolam should occur rapidly.
Midazolam kit:	An insulated container with an unused, in-date midazolam ampoule/s, a copy of the child's Emergency Medication Management Plan and Epilepsy Management Plan (which includes a picture of the child), and telephone contact details for the child's parents/guardians, doctor/medical personnel and the person to be notified in the event of a seizure requiring administration of midazolam if parents/guardians cannot be contacted. Midazolam must be stored away from light (cover with aluminium foil) and in temperatures of less than 25°C. EFV Administration flyer – e.g. buccal, gloves, tissues, pen and paper, +/- stopwatch.
Minor incident	An incident that results in an injury that is small and does not require medical attention.
National Immunisation Program (Childhood) Schedule	The National Immunisation Program (NIP) Schedule is a series of immunisations given at specific times throughout your life. The immunisations range from birth through to adulthood.
National Law	Refers to the <i>Education and Care Services National Law Act 2010</i> : the national law regulating education and care services for children.
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"> • a National Law – the <i>Education and Care Services National Law Act 2010</i> • National Regulations – the <i>Education and Care Services National Regulations 2011</i> • the <i>National Quality Standard</i> • an assessment and rating system • 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 <i>National Quality Standard</i> • 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.
National Quality Standard (NQS)	The NQS sets a National benchmark for the quality of children's education and care services. The <i>National Quality Standard</i> 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. <p>Quality Area 1: Educational program and practice</p> <p>Quality Area 2: Children's health and safety</p> <p>Quality Area 3: Physical environment</p> <p>Quality Area 4: Staffing arrangements</p> <p>Quality Area 5: Relationships with children</p> <p>Quality Area 6: Collaborative partnerships with families and communities</p> <p>Quality Area 7: Leadership and service management</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 24 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

National Regulations	The Education and Care National Regulations. The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
Neglect	See Child abuse definition above.
Negligence	Doing, or failing to do something that a reasonable person would, or would not do in a certain situation, and which causes another person damage, injury or loss as a result.
Neutral detergent	A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'.
No food sharing	A rule/practice in which a child at risk of anaphylaxis only eats food that is supplied/permitted by their parents and does not share food with, or accept food from, any other person.
No Jab, No Play Legislations	See immunisation
Nominated Supervisor	A person who has been nominated by the Approved Provider of the service and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. 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.
Notifiable complaint	A notifiable complaint is a complaint that alleges: <ul style="list-style-type: none"> the safety, health or wellbeing of a child or children was or is being compromised while being educated and cared for by the approved education and care service; or the contravention of an Act or Regulation has occurred. Notifiable complaints must be investigated and reported to the Approved Provider. Some notifiable complaints will be reported to the regulatory authority, by the Approved Provider in writing within 12 hours of the complaint.
Notifiable incident	See Serious incident
Nutrition	The process of providing or obtaining the food necessary for health and growth.
Offender	A person who mistreats and/or harms a child or young person.
OHS committee	A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.
Oral Health	A standard of health of the oral and related tissues that enables an individual to eat, speak and socialise without active disease, discomfort or embarrassment and that contributes to general wellbeing.
Out-of-Home Care	Is the term used in Victoria when a child or young person is placed in care away from their parents. It includes placement in kinship care, home-based care such as foster care and residential care. For these children, the State of Victoria is legal their parent, and with this comes the responsibilities of a parent to care for and protect them, and to ensure that they have access to all the services they need for their immediate and longer term benefit.
Pandemic	Pandemic: is an epidemic (refer to Definitions) occurring worldwide, or over a wide geographic area and affecting a large proportion of the population.
Parent/s	In relation to a child, includes: <ul style="list-style-type: none"> a guardian of the child a person who has parental responsibility for the child under a decision or order of a court.
Parenting Order	A parenting order within the meaning of section 64B(1) of the Family Law Act 1975 (<i>Commonwealth</i>).

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner		Uniting Early Learning-Executive Officer		Page 25 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

PDA's (Personal Digital Assistants)	A handheld computer for managing contacts, appointments and tasks. PDAs typically include a name and address database, calendar, to-do list and note taker. Wireless PDAs may also offer email and web browsing, and data can be synchronised between a PDA and a desktop computer via a USB or wireless connection.
Pedagogy	Early childhood educators' professional practice, especially those aspects that involve building and nurturing relationships, curriculum decision-making, teaching and learning.
Pediculosis	Infestation of head lice that is transmitted by having head-to-head contact with another person who has head lice. Pediculosis does not contribute to the spread of any infectious diseases, and outbreaks of this condition are common in schools and childcare facilities.
Perceived conflict of interest	Arises where a third party could form the view that an individual's private interests could improperly influence the performance of their duties, now or in the future.
Perpetrator	A person who mistreats and/or harms a child or young person.
Personal information	Recorded information (including images) or opinion, whether true or not, about a living individual whose identity can reasonably be ascertained.
Person in day-to-day Charge	A person who is placed in day-to-day charge of an education and care service by an Approved Provider or a Nominated Supervisor; and who has consented to the placement in writing (Regulation 117A).
Person with Management or Control:	Where the Approved Provider of a service is an eligible association, each member of the association's executive committee is a Person with Management or Control and has the responsibility, alone or with others, for managing the delivery of the education and care service (National Law: Definitions (b)).
Physical activity, safety movement and travel	Physical activity includes sport, incidental exercise and many forms of recreation and Physical safety is Protection from harm and hazards that can cause injury. Identified risks are managed and minimized The 'Physical Activity and Movement' health priority area focuses on physical activity participation, fundamental movement skills and reducing sedentary behaviour. Active travel includes walking, cycling, scootering or any similar transport where physical activity is used to travel.
Planned closure	Services identified as being at high fire risk and on the DET's Bushfire at-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days notice of a planned closure will be provided. Services not on the Department's Bushfire at-Risk Register will remain open, unless directly threatened by fire or another emergency.
Play-based learning	Context for learning through which children organise and make sense of their social world as they engage actively with people, objects and representations.
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.
Portable storage device (PSD) or removable storage device (RSD)	Small, lightweight, portable easy-to-use device that is capable of storing and transferring large volumes of data. These devices are either exclusively used for data

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 26 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	storage (for example, USB keys) or are capable of multiple other functions (such as iPods and PDAs).
Potential conflict of interest	Arises where an individual's private interests could conflict with their responsibilities.
Preschool Field Officers (PSFOs): (Vic only)	An early intervention, outreach service that is universally available within state-funded preschools for any child with developmental concerns. The primary role of the Preschool Field Officer Program is to assist children with additional needs to access and participate in funded kindergarten programs. Employed by Uniting in some regional locations, local government authorities and/or other agencies to assist children with additional needs to access and participate in funded kindergarten programs. The PSFO service is part of the Kindergarten Inclusion Support Services program.
Priority of Access	Priority of access criteria, managing enrolments Service providers must notify all families of the priority of access policy that applies when they enrol their child. In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must: <ul style="list-style-type: none"> • prioritise children based on the criteria listed below • work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.
Privacy Act 1988	Commonwealth legislation that operates alongside state or territory Acts and makes provision for the collection, holding, use, correction, disclosure or transfer of personal information. The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) introduced from 12 March 2014 has made extensive amendments to the Privacy Act 1988. Organisations with a turnover of \$3 million per annum or more must comply with these regulations.
Privacy and Data Protection Act 2014	State legislation that provides for responsible collection and handling of personal information in the Victorian public sector, including some organisations, such as early childhood services contracted to provide services for government. It provides remedies for interferences with the information privacy of an individual and establishes the Commissioner for Privacy and Data Protection.
Privacy breach	An act or practice that interferes with the privacy of an individual by being contrary to, or inconsistent with, one or more of the information Privacy Principles or any relevant code of practice.
Private interests	Includes an individual's own personal, professional or business interests, but also those of their relatives, friends or business associates.
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	The group/activity in which a child is enrolled and which has specific hours of attendance.
Public Records Act 1973 (Vic)	Legislation regarding the management of public sector documents.
Puffer	The common name for a metered dose inhaler.
Reasonable belief/reasonable grounds	A person may form a belief on reasonable grounds that a child or young person is in need of protection after becoming aware that the child or young person's health, safety or well-being is at risk and the child's parents are unwilling or unable to protect them. There may be reasonable grounds for forming such a belief if: <ul style="list-style-type: none"> • a child or young person states that they have been physically or sexually abused • a child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be referring to themselves) • someone who knows the child/young person states that the child/young person has been physically or sexually abused

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 27 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<ul style="list-style-type: none"> • a child shows signs of being physically or sexually abused (see details in Appendix 4 of <i>Protecting the safety and well-being of children and young people</i>) • the person is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development • the person observes signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision • a child's/young person's actions or behaviour may place them at risk of significant harm and the parents are unwilling or unable to protect the child.
Red Nose	Infant death syndrome. Previously known as SIDS (Sudden Infant Death Syndrome) Red Nose is a national not-for-profit organisation providing Safe Sleeping and child safety education to new and expectant mothers, health care professionals and carers.
Red Nose and kids	Previously known as SIDS and Kids
Reflective practice	A form of ongoing learning that involves engaging with questions of philosophy, ethics and practice. Its intention is to gather information and gain insights that support, informs and enrich decision-making about children's learning. As professionals, early childhood educator examines what happens in their settings and reflect on what they might change (Early Years learning Framework, p13)
Regular checks	A term used in the context of meeting the supervision requirements of sleeping children and referring to a minimal amount of time up to a maximum of 10 minutes that an educator physically checks sleeping children having considered the variables listed in this glossary to ensure adequate supervision.
Regular Outing	Means a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from parents is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.
Regulatory Authority	The Department of Education and Training (DET) is the Regulatory Authority in Victoria, and the Education and Care Unit is the Regulatory Authority in Tasmania with primary responsibility for the approval, monitoring and quality assessment of services in accordance with the national legislative framework and in relation to the <i>National Quality Standard</i> .
Relaxation/rest	A period of inactivity, solitude, calmness or tranquillity.
Reliever medication	This comes in a blue/grey metered dose inhaler containing salbutamol, a chemical used to relax the muscles around the airways to relieve asthma symptoms. This medication is always used in an asthma emergency. Reliever medication is commonly sold by pharmacies as Airomir, Asmol or Ventolin.
Reportable allegation:	<p>A 'reportable allegation' means any information that leads a person to form a reasonable belief that a person has committed reportable conduct.</p> <p>The Act sets out five types of reportable conduct, which are:</p> <ul style="list-style-type: none"> • sexual offences (against, with or in the presence of, a child) • sexual misconduct (against, with or in the presence of, a child) • physical violence (against, with or in the presence of, a child) • behaviour that is likely to cause significant emotional or psychological harm • significant neglect.
Reportable Conduct Scheme (Vic only)	<p>The reportable conduct scheme seeks to improve how organisations respond to allegations of child abuse and child related misconduct.</p> <p>Concerns about the safety and wellbeing of children can range from an uncomfortable feeling through to a direct observation of abuse. Staff, volunteers, children and families are encouraged to speak to someone if they have concerns and to be proactive. Staff</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 28 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>and volunteers in an organisation need to be aware of their duty of care to children and of their other legal responsibilities.</p> <p>Some examples of child safety concerns include:</p> <ul style="list-style-type: none"> ▪ Inappropriate or special relationships developing between staff or volunteers and children ▪ Inadequate staff-child supervision ratios ▪ Breaches of the Code of Conduct, particularly if they are persistent ▪ Feelings of discomfort about interactions between a staff member or volunteer and a child ▪ Suspicions or beliefs that children are at risk of harm ▪ Observation of concerning changes in behaviour ▪ Concerns about a physical environment that may pose a risk to children (including health and hygiene issues) ▪ Children's disclosures of abuse or harm, which must be reported to the Police, DHHS, the Commission and, where appropriate any other regulator.
Respect	Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.
Resuscitation flowchart	<p>Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge at https://resus.org.au/guidelines/flowcharts-3/</p>
Responsible Person	The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or a Responsible Person who has been placed in day-to-day charge of the service in accordance with the National Regulations.
Risk	The chance (likelihood) that a hazard will cause harm to individuals.
Risk assessment	<p>A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:</p> <ul style="list-style-type: none"> • what levels of harm can occur • how harm can occur • the likelihood that harm will occur.
Risk control	A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.
RiskMan	RiskMan is the name of the system used by all employees at Uniting to report incidents and record our responses. Even where there are other external reporting requirements, RiskMan is where the incident must first be logged. This allows each step of the incident management process to be recorded and accessible so we can use it to make decisions, keep people safe, and improve the way we work.
Risk management	<p>(In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:</p> <ul style="list-style-type: none"> • the proposed route and location of the excursion • any water hazards (refer to <i>Water Safety Policy</i>) • any risks associated with water-based activities (refer to <i>Water Safety Policy</i>) • transport to and from the proposed location of the excursion (refer to <i>Occupational Health and Safety Policy</i>)

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 29 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<ul style="list-style-type: none"> the number of adults and children participating in the excursion the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills) the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.
Risk minimisation	The practice of developing and implementing a range of strategies to reduce hazards 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 details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical conditions that require medical management plans, in consultation with staff at the service upon enrolment or diagnosis of the condition (refer to the <i>Anaphylaxis appendix Policy</i> for a sample risk minimisation plan).
Safe environments	Safe Environments' health priority area focuses on supporting physical safety, cultural safety and cyber safety
Sanitising	A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.
Scalds	Burns by hot fluids, steam and other hot vapours.
Security	(In relation to this policy) refers to the protection of data against unauthorised access, ensuring confidentiality of information, integrity of data and the appropriate use of computer systems and other resources.
Seizure record	An accurate record of seizure activity, which is important for identifying any seizure patterns and changes in response to treatment. Forms are available on the Epilepsy Foundation website at: http://epilepsyfoundation.org.au/
Seizure triggers	Seizures may occur for no apparent reason, but common triggers include: forgetting to take medication, lack of sleep, other illness, heat, stress/boredom, missing meals and dehydration. Flashing or flickering lights can trigger seizures in about 5% of people living with epilepsy.
Sensitive information	Information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practices, or criminal record. This is also considered to be personal information.
Serious incident	<p>An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria or WorkSafe Tasmania. 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 or Tasmania website: www.worksafe.vic.gov.au https://www.worksafe.tas.gov.au</p> <p>Serious incident: For the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—</p>

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 30 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	<p>(a) the death of a child—</p> <ul style="list-style-type: none"> (i) while being educated and cared for by an education and care service; or (ii) following an incident while being educated and cared for by an education and care service; <p>(b) any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service—</p> <ul style="list-style-type: none"> (i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; (ii) for which the child attended, or ought reasonably to have attended, a hospital; or <p>(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought;</p> <p>(d) any circumstance where a child being educated and cared for by an education and care service—</p> <ul style="list-style-type: none"> (i) appears to be missing or cannot be accounted for; or (ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or (iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises. <p>Records are required to be retained for the period specified in Regulation 183. Approved Provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service. The Notification of serious incident is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the period specified.(reg 183)</p>
Service/Services	Work carried out directly to or on behalf of a consumer and /or their family with the goal of improving their quality of life and wellbeing. This may include counselling, case work, support work as well as the provision of goods that support this work.
Service Events	<p>An organised children's activity, additional to the learning program, which is provided by an external party and delivered on the service premises. E.g. animal farm, cultural activities, wellbeing & fitness program.</p> <p>A service event excludes a parent attended event, where children are on site and activity does not form part of the program for children. For example, a social occasion, or a welcome event in the evening or on the weekend, or an offsite service picnic at the end of the year, is not included in the definition of a service event.</p>
Shade	<p>An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors.</p> <p>Research shows that spacious preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.</p>
Social stigma	Disapproval of a person or group of people on perceived socially characteristic grounds which serve to distinguish them, from other members of a society.
Spacer device	A plastic chamber used to increase the efficiency of delivery of reliever medication from a puffer. It should always be used in conjunction with a puffer device and may be used in conjunction with a face mask.
Spam	Unsolicited and unwanted emails or other electronic communication
Staff	Any individual (other than a volunteer, contractor or student) employed, appointed or engaged to work in or as part of an education and care service.
Staff record	A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner		Uniting Early Learning-Executive Officer		Page 31 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	qualifications, training and the Working with Children Check (Regulations 146–149). A sample staff record is available on the ACECQA website: https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates
Stakeholders	Persons with an interest or concern in uniting including but not limited to governments, suppliers, other agencies and the general public.
State Emergency Service (SES)- Victoria	Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.
State Emergency Service (SES)- Tasmania	SES Tasmania
State of emergency	A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.
Subpoena	Is a writ issued by a government agency, most often a court, to compel testimony by a witness or production of evidence under a penalty for failure.
Student	A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.
Sunglasses:	Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.
Sunhat	Worn to protect the neck, ears, temples, face and nose. SunSmart recommends broad-brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.
Sunscreen	SPF 30+ or higher, broad-spectrum, water-resistant sunscreen. Sunscreen should be applied 20 minutes before going outside and reapplied every two (2) hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place.
SunSmart	The name of the skin cancer prevention program conducted by Cancer Council Victoria which promotes a healthy UV exposure balance: www.sunsmart.com.au
Supervision	See adequate supervision above.
Support	Work in a co-operative and positive manner.
Tasmanian Fire Services	TFS Kids is a website created by the Tasmania Fire Service specifically for Tasmanian children. The website is designed to provide free fire safety information and educational resources that school-aged children can use in a friendly and engaging online environment. They will be able to learn with informative activities how to react in case of a fire related emergency and how they can help keep themselves, their family and friends safe. https://www.tfseducation.com.au/parents/tfs-kids
The Kindergarten Guide (Vic only)	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.
Tobacco, alcohol and other drugs:	For the Healthy in Early Childhood Services Achievement Program, the 'Tobacco, Alcohol and Other Drugs' health priority area focuses on creating smoke-free and drug-free environments and responsible alcohol consumption.
Tobacco prevention	Involves guided age-appropriate, sensitive discussions about health issues related to tobacco as opportunities arise.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 32 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Tonic Clonic seizure	A convulsive seizure with loss of consciousness, muscle stiffening, falling, followed by jerking movements. These types of seizures are no longer called 'grand mal'.
Transition time	Transitions are times when children move between and adapt to different spaces or places and with different people, experiences, expectations and routines. The term encompasses regular transitions across a day.
Trauma	An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.
Type 1 diabetes	An autoimmune condition that occurs when the immune system damages the insulin producing cells in the pancreas. Type 1 diabetes is treated with insulin replacement via injections or a continuous infusion of insulin via a pump. <u>Without insulin treatment, type 1 diabetes is life threatening.</u>
Type 2 diabetes	Occurs when either insulin is not working effectively (insulin resistance) or the pancreas does not produce sufficient insulin (or a combination of both). Type 2 diabetes accounts for 85 to 90 per cent of all cases of diabetes and usually develops in adults over the age of 45 years, but is increasingly occurring in individuals at a younger age. <u>Type 2 diabetes is unlikely to be seen in children under the age of 4 years.</u>
Unauthorised person	(in relation to this policy) is a person who is not a parent, family member, authorised nominee (refer to <i>Definition/Glossary</i>), emergency services or medical personnel, or a person who holds a current Working with Children Check card.
Unique identifier	A symbol or code (usually a number) assigned by an organisation to an individual to distinctively identify that individual while reducing privacy concerns by avoiding use of the person's name.
Uniting Early Learning Responsible Person	The Approved Provider appointed Nominated Supervisor or a person who has been placed in day-to-day charge of the service.
USB interface	Universal Serial Bus (USB) is a widely used interface for attaching devices to a host computer. PCs and laptops have multiple USB ports that enable many devices to be connected without rebooting the computer or turning off the USB device.
USB key	Also known as sticks, drives, memory keys and flash drives, a USB key is a device that plugs into the computer's USB port and is small enough to hook onto a key ring. A USB key allows data to be easily downloaded and transported/transferred.
UV Radiation	Ultraviolet (UV) radiation is a type of energy produced by the sun and some artificial sources, such as solariums. Too much UV radiation can cause skin and eye damage, sunburn, tanning and skin cancer. Some UV exposure is recommended for vitamin D. UV radiation isn't like the sun's light or heat, which we can see and feel. Your senses cannot detect UV radiation, so you won't notice the damage until it has been done.
Victorian Children's Services Act & Regulations	<p>The Act and Regulations were recently amended, and the information on this page has been updated to include these changes.</p> <p>The services regulated under the Victorian Children's Services Act 1996 include:</p> <ul style="list-style-type: none"> • limited hours services (where children attend for short period of time) • former Budget Based Funded services not funded for Childcare Subsidy • occasional care services • early childhood intervention services • mobile services • school holiday care programs that operate for up to 28 days a year. <p>Services providing education and care on a regular basis (family day care services, long day care services, outside school hours care services, preschools (kindergartens), and school holiday care programs that operate for 28 or more days a year) are regulated under a scheme known as the National Quality Framework, not under the state law.</p>
Victorian Institute of Teaching (VIT)	The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All teachers in Victorian government schools, Catholic schools and independent schools are required to be registered with the VIT in order to practise in their profession. An amendment to

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 33 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

	the Education and Training Reform Act 2006 introduced in 2014 requires early childhood teachers to be registered with the Victorian Institute of Teaching from 30 September 2015.
Virus	A program or programming code that multiplies by being copied to another program, computer or document. Viruses can be sent in attachments to an email or file, or be present on a disk or CD. While some viruses are benign or playful in intent, others can be quite harmful: erasing data or requiring the reformatting of hard drives.
Visitors	Visitors to Uniting include: work experience students, consumers, members of the public in work places, community sector agency representatives, representatives of funding bodies and any other individual encountered as part of the delivery of services.
Voluntary (non-mandated) notification	A notification to the Child Protection Service by a person who believes that a child is in need of protection. Section 183 of the <i>Children, Youth and Families Act 2005</i> states that any person who believes, on reasonable grounds, that a child is in need of protection, may notify a protective intervener of that belief and of the reasonable grounds that the belief is based on. Under this part of the Act, notifications are made out of moral obligation, rather than legislative obligation. The person making the notification is not expected to prove the abuse, and the law protects the anonymity of the person making the notification.
Voluntary parent contribution	A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.
Volunteer Occasional	A person who willingly undertakes defined activities to support the education and care program on a casual / occasional basis in an unpaid or honorary capacity. Volunteers may not be counted in the child/qualified staff ratios or the minimum number of staff on duty and must be supervised at all times. This person must be a current Working with Children Check.
Volunteer Regular	A person who willingly undertakes defined activities to support the education and care program on a semi-regular / regular basis in an unpaid or honorary capacity. Volunteers may not be counted in the child/qualified staff ratios or the minimum number of staff on duty and must be supervised at all times. This person must be a current Working with Children Check.
Water hazard	(in relation to this policy) can lead to drowning or non-fatal drowning incidences. Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children.
Working directly with children	For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.
Working with Children (WWC) Check (Victoria)	A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that: The person has been assessed as suitable to work with children; or there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment. All educators, teachers, volunteers, students and staff over the age of 18 years, require a current working with children check.
Working with Vulnerable person check (Tasmania)	Working with Vulnerable person check (Tasmania)(WWVP) is required if you: are 16 years of age or over; work or volunteer with children (that is, anyone under 18 years of age); would be expected to have more than incidental contact with children as a normal part of your duties.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 34 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Workplace	The place of employment and includes any place where a person attends for the purpose of carrying out any function in relation to his or her employment with uniting, e.g. consumer's hon, work function, business trip.
WorkSafe Victoria	<p>The manager of Victoria's workplace safety system. WorkSafe Victoria's responsibilities are to:</p> <ul style="list-style-type: none"> • strives to prevent workplace injuries, illness and fatalities • provides benefits to injured workers and helps them to return to work • enforces Victoria's occupational health and safety laws • provides reasonably priced workplace injury insurance for employers • provides an emergency response service 24 hours per day.
WorkSafe Tasmania	<p>Work Health, Safety and Wellbeing Advisors help you make your workplace safer by:</p> <ul style="list-style-type: none"> • providing you with practical tools to help you identify hazards in your workplace • helping you implement solutions that are relevant, practical and affordable • checking that the safety plans and policies you have in place are on track. • providing you with ongoing support <p>https://www.worksafe.tas.gov.au/</p>
Young person	In Victoria, under the <i>Children, Youth and Families Act 2005</i> , a child or young person is a person under 18 years of age.

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 35 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

Revision Record

Version	Date	Document writer	Revision Description
V7.0	01/02/19	Paula Silveira	Additional - Reportable conduct scheme, mandatory reporting updates
V8.0	18/03/2019	Sue Killeen	Addition – AA's, Transition time, Regular checks
V9.0	3/4/19	Sue Killeen	Oral Health
V10	15/5/19	Georga Simmons	Family Day Care Educator
V11	21/8/19	Georga Simmons	3 year old funded kindergarten rollout
V12	12/5/20		Update of Children's Services ACT, Mental health, tobacco, e-safety

DOCUMENT TITLE & NUMBER		POLICY GLOSSARY		
Content Owner	Uniting Early Learning-Executive Officer			Page 36 of 36
Document Author	EL – Practice Manager	Document Version	V 12.0	Policy No: 00
Date Published	20/09/2020	Revision Due Date	20/09/2021	

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