

# Intereach Children Services

## Policy and Procedure

### Schedule of definitions



<b>Approved Provider</b>	The person or people who hold provider approval under the Education and Care Services National Law Act 2010. The CEO and the Board of Intereach Ltd are considered the approved provider.
<b>Approved Qualification</b>	An approved qualification by the Australian Children's Education and Care Quality Authority
<b>Authorisations</b>	A parent/guardians' written consent to administer medication, collection of children and participation in excursions for children under the age of 16 years
<b>Child/Children or young person</b>	Person or person under the age of 18 years
<b>Child Development Coordinator</b>	A person employed by Intereach to monitor and support Family Day Care educators.
<b>Child related work</b>	Work within one or more of the occupational fields defined in the Working with Children Act 2005 where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work
<b>Child safety concerns</b>	The safety, welfare and well-being of children and, in particular, protecting them from child abuse. Concerns may be based on disclosures from children or young people, or other sources, or from observations, and may relate to a single incident or a series of incidents.
<b>Child's Agency or Children's Agency</b>	In the approved learning frameworks, agency is defined as being able to make choices and decisions to influence events and to have an impact on one's world. Supporting children's agency is about recognising that children have a right to make choices and decisions and are capable of initiating their own learning.
<b>Children's Services</b>	Intereach Out of School Hours Care and Family Day Care programs
<b>Critical Reflection</b>	<p>Critical reflection is a reasoning process to make meaning of an experience. Critical reflection is descriptive, analytical, and critical, and can be articulated in a number of ways such as in written form, orally, or as an artistic expression. Often, a reflection activity is guided by a set of written prompts.</p> <p>Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation. In education and care services, critical reflection means 'Closely examining all aspects of events and experiences from different perspectives' (Approved Learning Frameworks – EYLF p.13, FSAC p.12). To be</p>

*Intereach Children's Services Policy and Procedure Schedule of Definitions*

	confident in critical reflection it helps to understand how it differs from evaluating, summarising, or recording what an educator is seeing or doing.
<b>Educational Leader</b>	A person who has been nominated by the approved provider who is suitably qualified and experienced to lead the development and implementation of the educational program (or curriculum) in the service.
<b>Educational Program</b>	Educational program is an approved learning framework which is child centered, enriches each child's learning and development. practice is stimulating and engaging and enhances children's learning and development. In school age care services, the program nurtures the development of life skills and complements children's experiences, opportunities, and relationships at school, at home and in the community.
<b>Educator</b>	An individual who provides education and care for children as part of an education and care service.
<b>Employee</b>	Persons employed by Intereach Limited
<b>Family</b>	Any unit that defines itself as a family including individuals who are related by blood or marriage as well as those who have made a commitment to share their lives. Families are diverse and can include parents with children, heterosexual and same sex couples, and other biological and non-biological relationships.
<b>Family Day Care Educator</b>	An educator engaged by or registered with a family day care service to provide education and care for children in a residence or at an approved family day care venue.
<b>Incident</b>	An unplanned event that may result in harm or potential harm, such as an injury, physical, emotional, or psychological trauma or illness to a person. It can include theft and/or property damage, exposure to dangerous occurrences and breaches of privacy.
<b>Mandatory Reporter</b>	A person who is required by law to make child protection reports.

<b>Mandatory reporting</b>	<p>Defined by the legislative requirement for certain professional groups to report reasonable belief of child physical or sexual abuse to child protection authorities:</p> <ul style="list-style-type: none"> <li>• In NSW, mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998 (the Care Act), for further information go to <a href="https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/about">https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/about</a>; and,</li> <li>• In Victoria, mandatory reporting is regulated under the Children, Youth and Families Act 2005, for further information go to <a href="https://providers.dhhs.vic.gov.au/mandatory-reporting">https://providers.dhhs.vic.gov.au/mandatory-reporting</a>.</li> </ul>
<b>National Police Check</b>	A National Police Check (NPC) is conducted by the Australian Federal Police (AFP) to help screen and make informed decisions about individuals' suitability for roles within an organisation
<b>Nominated Supervisor</b>	A person who is a certified supervisor under the Education and Care Services National Law Act 2010. Intereach, as an approved provider, nominates the Nominated Supervisor who must consent to this position.
<b>Non-Prescribed Medication</b>	Medication that is not prescribed and includes, but is not limited to, eczema cream, paracetamol, antihistamine, and teething gel.
<b>Parent</b>	The child's parents named on the enrolment form, including a guardian of a child or a person who has parental responsibility for a child under the decision or order of a court. The rights and responsibilities of parents do not include a parent who is prohibited by a court order from having contact with the child.
<b>Pedagogy and Reflective Practice.</b>	<p><b>Pedagogy</b> is Early childhood educators' professional practice, especially those aspects that involve building and nurturing relationships, curriculum decision making, teaching, and learning.</p> <p>It is an encompassing term concerned with what a teacher does to influence learning in others, including the art of teaching and education instructional methods.</p> <p><b>Reflective practice</b> is learning from everyday situations and issues and concerns that arise which form part of our daily routine while working in an early childhood setting. This enables us to develop and extend on children's learning and build upon their knowledge and skills</p>

<b>Reportable allegation</b>	A 'reportable allegation' is an allegation that a relevant employee has engaged in conduct that may be a 'reportable conduct'.
<b>Reportable conduct</b>	<p>The following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded—</p> <ul style="list-style-type: none"> <li>• a sexual offence</li> <li>• sexual misconduct</li> <li>• ill-treatment of a child</li> <li>• neglect of a child</li> <li>• an assault against a child</li> <li>• an offence under section 43B or 316A of the Crimes Act 1900</li> <li>• behaviour that causes significant emotional or psychological harm to a child.</li> </ul>
<b>Responsible Person</b>	<p>The approved provider must ensure that a responsible person is present at a centre-based service all times that the service is educating and caring for children.</p> <p>A responsible person is:</p> <ul style="list-style-type: none"> <li>• the approved provider or a person with management or control</li> <li>• a nominated supervisor</li> <li>• a person in day-to-day charge of the service.</li> </ul> <p>In a family day care service, the responsible person must be available to provide support to family day care educators.</p>
<b>Serious Incident</b>	<p>Any event which causes disruption to the organisation; or creates significant danger or risk of harm, they include:</p> <ul style="list-style-type: none"> <li>• death;</li> <li>• physical or psychological injury, trauma or illness that requires urgent medical attention from a medical practitioner, the attendance of emergency services, or where the person should have attended a hospital;</li> <li>• where for any length of time, a child appears to be missing, has been removed from care without permission or has been mistakenly locked in or out of the premises.</li> <li>• an act by an Intereach worker and/or FDC Educator that may constitute a criminal act, including physical abuse or neglect of a person and sexual offences, misconduct, physical violence or significant neglect committed against, with or in the presence of a child</li> </ul>

	<p>or any behaviour that causes significant emotional or psychological harm to a child.</p> <ul style="list-style-type: none"> <li>• participant act or threat of violence towards a worker and/or FDC Educator; and,</li> <li>• an event that causes disruption to the ability to deliver services for any length of time.</li> </ul>
<b>Significant risk of harm</b>	<p>'Risk' of significant harm means the harm hasn't happened yet, but you are aware of an incident or incidents, or actions or inactions, which are likely to result in significant harm in the future.</p> <p>What is meant by "significant" in the phrase "to a significant extent" is that which is sufficiently serious to warrant a response by a statutory authority, irrespective of a family's consent. What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's or young person's safety, welfare, or wellbeing.</p>
<b>Suitably Qualified (Children's Services).</b>	<p>A qualification for the education and care of children generally or children of a specified age that is approved by the Australian Children's Education and Care Quality Authority and included in the list of approved qualifications or as a higher qualification for suitably qualified persons published under Education and Care Services National Regulation 2011 Clause 137.</p>
<b>Wellbeing</b>	<p>Wellbeing of a child is their health and safety, their material security, their education and socialization, and their sense of being loved, valued, and included in the families and societies into which they are born.</p>
<b>Working with Children Check (WWCC)</b>	<p>Checks conducted by the Commission for Children and Young People to determine if a person has a clearance to work in child-related employment.</p>