



## Glossary

'We respect and embrace the Aboriginal people of this region as the traditional custodians and cultural knowledge holders of this land.'

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(\*\*as defined in *Belonging, Being and Becoming – The Early Years Learning Framework*)

**ACIR:** Australian Childhood Immunisation Register

**Active Learning Environments:\*\*** Children are encouraged to explore and interact with the environment to make (or construct) meaning and knowledge through their experiences, social interactions and negotiations with others

**Additional Needs:** Children with additional needs may:

- have an additional need (a physical, sensory or intellectual impairment which affects development) or,
- have a developmental delay (not achieving new skills within the expected age range).
- have a challenging behaviour.
- have undergone a traumatic experience.
- severe chronic health conditions (SSCAN specific).
- moderate to severe language delay (SSCAN specific)

**Aggressive:** Behaviour that indicates that an aggrieved person is disposed to attack, either physically or verbally. Indicators are tone of voice and heightened delivery of speech, staring, gesticulations, flushed appearance, pressure of words that does not allow the other person to respond etc.

**Allergy:** An uncommon response to an organic, chemical or synthetic product.

**Anaphylaxis:** A generalised allergic reaction which often involves more than one body system (e.g. skin, respiratory, gastro-intestinal, cardiovascular). Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention.

**Asthma:** A disorder characterised by bouts of difficulty in breathing. Diagnosis is required by a medical practitioner to confirm the

illness and prescribe medication, as the illness can be severe and requires appropriate intervention and treatment

<b>A.V.O.:</b>	Refers to an Apprehended Violence Order
<b>ATSI:</b>	Community members who identify themselves being of Aboriginal or Torres Strait Islander background
<b>Behaviour guidance:</b>	Refers to any procedure that attempts to manage or change an individual's behaviour. It is defined as a formal intervention that occurs in addition to, rather than part of, an individual's daily repertoire of activity. It aims to prevent and decrease the frequency and impact of challenging behaviours in order to facilitate increased positive participation in age-appropriate lifestyle activities.
<b>Bias:</b>	An inclination or predisposition to influence, or treat unfairly, or with prejudice.
<b>CALD:</b>	Community members from culturally and linguistically diverse backgrounds.
<b>Case Plans:</b>	The Office of the Children's Guardian defines a case plan as any plan developed in accordance with the legislation, to facilitate care and the provision of services to children and young persons in out-of-home care. It includes, but is not limited to care plans, restoration plans, individual service plans, leaving care plans and permanency plans'.
<b>CCB:</b>	Child Care Benefit – a payment made by the Australian Government to families to assist with the cost of child care.
<b>CCMS:</b>	Child Care Management System.
<b>Child Abuse:</b>	Refers to the non-accidental physical injury, neglect, emotional abuse and sexual exploitation of a child or children.
<b>Children with additional needs</b>	are defined as children with Challenging Behaviours, a severe chronic health

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	condition, moderate to severe language delays or have delayed developmental or diagnosed disabilities
<b>Children with Challenging Behaviour:</b>	are defined as those children whose behaviour is of such intensity, frequency or duration that the physical safety of the child or those nearby is put at risk. The behaviour may also limit the child's ability to participate in daily life and be included and engaged in the wider experiences in the daily program
<b>Client:</b>	Any person for which Samaritans provides a service.
<b>Confidentiality:</b>	To maintain privacy and dignity of another by not disclosing either verbally, in writing or intent privileged information.
<b>Consultation:</b>	Once the child or young person is aware of what they are participating in, adults have a responsibility to communicate openly with them. They should also assist children and young persons in formulating their own ideas about processes and decisions that have to be made. Children and young persons must be told that their ideas and input will be taken seriously and impact on future decisions that are made about them.
<b>Contact:</b>	Relationships for children in OOHC should be maintained as appropriate, through contact. Contact refers to time physically spent with relatives or other people significant to the child or young person through outings and visits. Contact can include provision for non-personal contact, for example letters, phone calls, photos, emails, videos and other forms of indirect interaction. Contact does not necessarily require face-to-face visits.
<b>Co-construct**:</b>	Learning takes place as children interact with educators and other children as they work together in partnership

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<b>Co-ordination Team:</b>	Educators employed by Samaritans to oversee the implementation of the SCAN Project
<b>Co-ordination Unit:</b>	Educator employed by Samaritans Family Day Care Project to oversee the operation of the service
<b>CRN:</b>	Customer Reference Number – an individual reference number allocated by the Family Assistance Office for each child and each parent or guardian who is claiming child.
<b>Cooperative:</b>	Working together and acting willingly.
<b>CPR:</b>	Cardio-pulmonary resuscitation
<b>Critical Reflection**:</b>	Reflective practices that focus on implications for equity and social justice – EYLF.
<b>Cross infection:</b>	Passing of an infection from one person to another person.
<b>CS:</b>	Community Services – the State government body charged with the regulating the children’s services industry.
<b>Curriculum**</b>	In the early childhood setting curriculum means all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children’s learning and development.
<b>Daily routines:</b>	Events that occur at the service each day, such as meal times, play and rest times, toileting and hand-washing routines.
<b>DEEWR:</b>	Department of Education, Employment and Workplace Relations – the Federal Government department responsible for funding and administration of CCB.
<b>Dental:</b>	Relating to the teeth or dentistry.
<b>Dental Hygiene:</b>	is the measures taken to prevent dental caries and mouth related disorders through

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	the regular brushing of teeth and early treatment of conditions such as mouth ulcers etc.
<b>Dignity:</b>	is treating someone with respect in a way that honours their cultural and community background and positively influences their self-esteem.
<b>Discipline:</b>	is the external tool to help children learn internal control.
<b>Disease:</b>	An unhealthy state of all or part of a body.
<b>Dysphagia:</b>	is difficulty in swallowing.
<b>Early Years Learning Framework**:</b>	EYLF – a guide which provides general goals or outcomes for children’s learning and how they might be attained. It also provides a scaffold to assist early childhood settings to develop their own more detailed curriculum.
<b>Educators:</b>	Any person employed and or registered with Samaritans including; centre based staff, self employed home based carers, co-ordination unit staff, Samaritans Case Managers.
<b>ECA:</b>	Early Childhood Australia.
<b>Electronic medium:</b>	Television, computer and video during the hours care is provided. National Quality Standards now set guidelines for “screen time” for children based upon their age.
<b>Emergency:</b>	Sudden and urgent occasion for action includes; fire, chemical spill, bomb scare, earthquake, gas leak, siege, flood, severe thunderstorm and floods are all examples of an emergency.
<b>Emotional development:</b>	Emotional development refers to the process by which infants, children and young persons develop the capacity to experience, express and interpret emotions.
<b>Empowerment of children:</b>	The empowerment of children and young persons involves adults giving up some of

their own power. This enables children and young persons to operate on the same level as they do. This shift in power dynamics provides them with a new role and enhances self-esteem and confidence amongst children and young persons in care, who are amongst the most disadvantaged members of society.

<b>Enrolment:</b>	At the commencement of care families enrol their child in the service/scheme by completing the necessary paperwork and agreeing to the terms and conditions associated with care provided by Samaritans services/schemes
<b>Exceptional circumstances funding - SCAN:</b>	is available where a service is absolutely unable to include a child in the service without additional funding. The per day rate per place for Exceptional Circumstances Funding is an additional \$25 on top of the funding amount.
<b>Ethics:</b>	A set of beliefs and rules about our ideas of right and wrong.
<b>EYLF:</b>	Early Years Learning Framework.
<b>Excursion:</b>	A short journey or trip for a special purpose.
<b>FAO:</b>	Family Assistance Office – the Australian Government agency that processes payments for families, including child care payments to approved providers.
<b>FDCA:</b>	Family Day Care Australia
<b>Fees:</b>	Monetary cost set for care by the service or individual Carer (home based).
<b>Fence:</b>	An enclosure or barrier.
<b>Fever:</b>	The body's normal temperature is generally around 37 degrees (but can vary). Generally temperatures above 38 degrees are considered febrile. Fevers are generally due to an infection but may be caused by some other condition.

<b>Funding support – SCAN:</b>	is available if the support needs of an individual child can not be accommodated within the service without regular adjustments throughout the day to the structure of the environment; programming and staffing of the service. The per day rate per place is \$45.
<b>Fully Immunised:</b>	A child has been fully immunised if they have been immunised according to standard NHMRC vaccination schedule, or are being immunised according to a catch up vaccination schedule.
<b>FSSA:</b>	Family Support Service Association of NSW Inc.
<b>Guardianship Tribunal</b>	Refers to the Guardianship Tribunal constituted under the Guardianship Act 1987.
<b>Hat:</b>	Refers to a sun protective hat eg, broad brimmed, or legionnaire style.
<b>HIV:</b>	Human Immunodeficiency Virus.
<b>Hygiene:</b>	Sanitary and /or clean.
<b>Immunisation:</b>	Immunisation protects children (and adults) against harmful infections before they come into contact with them in the community. Immunisation uses the body's natural defence mechanism - the immune response - to build resistance to specific infections. Immunisation is given as a vaccine either via an injection or, in the case of polio vaccine, taken as drops by mouth.
<b>Incident:</b>	An undesirable or unfortunate happening.
<b>Independence:</b>	The state of being self-reliant or not dependent on another person. In terms of the Act, children and young persons need to be prepared to be independent. The role of Samaritans is to provide the means and training to enable children and young persons to make choices in their development towards independent living.

<b>Initial assessment:</b>	The process by which consideration is given to a request for an out-of-home care placement for a child or young person. It includes information about the family situation that has led to the request for a placement, other support options that were considered as an alternative to placement or to shorten the length of the placement and a rationale to support any decision to accept the placement.
<b>ISS:</b>	Inclusion Subsidy Support.
<b>Infectious Disease:</b>	A disease that is caused by an infectious agent or that can be passed on (transmitted) by an infectious agent. It may affect humans and/or animals. (Staying Healthy in Child Care: 2001).
<b>Intentional teaching**:</b>	Involves educators being deliberate, purposeful and thoughtful in their decisions and actions. Intentional teaching is the opposite of teaching by rote or continuing with traditions simply because things have 'always' been done that way.
<b>ISP:</b>	Inclusion Support Program.
<b>Learning Environment:</b>	Refers to any environment where Samaritans educators are providing care to children or young people, this includes Samaritans Early Learning Centre – Newcastle, Samaritans Early Learning Centre – Woodberry, Samaritans Family Day Care Service, Samaritans In Home Care Service, Samaritans Out of Home Care Service and Samaritans Supporting Children with Additional Needs Service.
<b>Learning Outcomes**</b>	A skill, knowledge or disposition that educators can actively promote in early childhood settings, in collaboration with children and families.
<b>Licensee:</b>	Body licensed under current NSW Children's Services Regulations 2004 to provide Samaritans Early Childhood services.

<b>Life skills:</b>	Skills developed by children and young persons that give them the capability or ability to care for themselves. These skills would range from cooking meals, cleaning, budgeting and washing, to providing their own income, finding accommodation, dealing with public institutions and the community and developing and maintaining relationships with significant people in their lives.
<b>Medical treatment:</b>	Includes: <ul style="list-style-type: none"><li>(a) Any medical procedure, operation or examination, and</li><li>(b) Any treatment, procedure, operation or examination that is declared by the regulations to be medical treatment for the purposes of this section.</li></ul>
<b>Medication:</b>	Any substance used in treating disease or infection
<b>MSDS:</b>	Material Safety Data Sheet.
<b>OCG:</b>	The Office of the Children’s Guardian.
<b>Pedagogy**:</b>	Early childhood educators’ professional practice, especially those aspects that involve building and nurturing relationships, curriculum decision making, teaching and learning.
<b>Pet:</b>	Any domesticated or tamed animal that is cared for.
<b>Placement Information:</b>	Information concerning the OOHC placement of the child or young person – it does not include information about the progress and development of the child or young person.
<b>Play based learning**:</b>	An environment where children can learn by organising and making sense of their social world, as they engage actively with people, objects and representations.
<b>Program**:</b>	A written document that outlines a range of activities offered to children to enhance their

learning and exploration of their environment.

<b>A psychotropic drug:</b>	Any medication which alters the mood and behaviour of the person taking it. Such drugs are defined as special medical treatments in recognition that in some circumstances they are used inappropriately to manage the behaviour of children and young persons rather than treat diagnosed problems.
<b>Registered Care Provider:</b>	A person who is 18 years of age, and has met all requirements to be registered as a Carer with Samaritans Family Day Care Scheme
<b>RDI:</b>	Recommended daily intake – refer to the recommended daily nutrition requirement for individuals.
<b>Receptacle:</b>	Any container that collects water and is deemed a drowning hazard.
<b>Reflexivity:</b>	Children's growing awareness of the ways that their experiences, interests and beliefs shape their understanding – EYLF.
<b>Regulations:</b>	Children's Services Regulations 2004.
<b>Referral:</b>	Includes all the activities which help link individuals or families with an agency so they can access services which meet their assessed needs. This includes getting the informed consent of the party being referred to provide any personal information to the person or agency accepting the referral.
<b>Relative:</b>	The <i>Children and Young Persons (Care and Protection) Regulations 2000</i> defines a relative as someone who is "the brother, sister, uncle, aunt or grandparent of a child or young person in out-of-home care, whether by blood or marriage."
<b>Residential care:</b>	A residential unit is described as 'premises where an authorised carer provides out-of-home care to one or more children or young persons (other than the carer's own place of

residence). It is usually congregate care provided by staff in group homes.

<b>RTA:</b>	Roads and Traffic Authority of NSW.
<b>Samaritans</b>	Samaritans Foundation, Samaritans Youth Services Pty Ltd, Samaritans Enhanced Living Options Coastal Pty Ltd, Samaritans Enhanced Living Options Hunter Pty Ltd or any other organisation operating as part of Samaritans Foundation.
<b>Samaritans website:</b>	a number of the Children's Services forms are also available at <a href="http://www.samaritans.org.au">www.samaritans.org.au</a>
<b>SCAN:</b>	The acronym of the Supporting Children with Additional Needs Project.
<b>Scaffold**:</b>	The educators' decisions and actions that build on children's existing knowledge and skills to enhance their learning.
<b>Screen Time:</b>	Based upon the guidelines from the National Quality Framework it is the recommended maximum time for children to be engaged with technology including watching TV, playing computer games and surfing the internet for entertainment purposes. It does not include computer time spent doing homework.
<b>Self Discipline:</b>	The ability to control one's behaviour. People who are self disciplined make independent choices based on what they believe is right and are able to balance their own needs with those of others; they can accept the results of their actions.
<b>Serious Incident:</b>	Shall be defined as one which in the opinion of the educator, a parent, or management necessitates medical, ambulance or other emergency service involvement.
<b>Service:</b>	Refers to Samaritans Early Learning Centres, Samaritans Family Day Care Service, Samaritans In Home Care, Samaritans Out of Home Care, Samaritans

Supporting Children with Additional Needs Project.

<b>SIDS:</b>	Sudden Infant Death Syndrome.
<b>Significant Risk of Harm:</b>	Refers to a risk of harm that 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 well being.
<b>Social development:</b>	Social development refers to acquiring the social, emotional and cognitive skills and behaviours needed to effectively participate as a member of society. Social development leads to age appropriate social competence which people need for successful social adaptation.
<b>Stakeholders:</b>	All parties involved in provision and utilisation of the Samaritans Children's Services.
<b>Standard Precautions:</b>	Standard Precautions are work practices required to achieve a minimal level of infection control for the treatment of all clients. They are designed to protect both the health care worker and client.
<b>Supervision:</b>	To watch over or observe.
<b>Support visits:</b>	These are face-to-face visits conducted by the Co-ordinator to offer consultancy advice and support to Services receiving SCAN funding.
<b>SUPS:</b>	Supplementary Services.
<b>Team Member:</b>	Any person employed and / or registered with Samaritans including; centre based staff, self employed home based carers, co-ordination unit staff, Samaritans Case Managers and educator or management.
<b>Transition:</b>	Moving from one environment room to the other according to age and stage of development.

<b>UVA:</b>	UVA are ultraviolet radiation commonly known as the rays from the sun. UVA are long rays which penetrate deep into the skin causing skin damage which may lead to cancer.
<b>Visitors:</b>	Any other person present in the learning environment.
<b>Wellbeing**:</b>	Sound well being results from the satisfaction of basic needs – EYLF.
<b>OH&amp;S:</b>	Occupational Health and Safety.
<b>Stakeholders:</b>	All parties involved in provision and utilisation of Samaritans Children Services.
<b>Barrier:</b>	Anything that is built or serving to bar passage or access.
<b>Dangerous Goods:</b>	(a) Substances or articles defined under the ADG Code as: (1) Dangerous goods of Class 2,3,4,5,6.1,8 or 9; or (2) Goods too dangerous to be transported. (b) C1 combustible liquids.
<b>Hazard:</b> health	Any thing with a potential to harm life, or property.
<b>Privacy:</b>	Removed from public view or knowledge.
<b>Road safety:</b>	Incorporates road and pedestrian safety, as well as transportation by car, bus, train, ferry, taxi etc.
<b>NHMRC:</b>	National Health and Medical Research Council (Australia).
<b>Oral Health:</b>	An awareness of dental disease and proactive measures needed to be applied in order to prevent this.
<b>Sunscreen:</b>	Refers to SPF 30+ sunscreen.
<b>UVR:</b>	Ultra Violet Radiation.
<b>ABN:</b>	Australian Business Number.

<b>Care Environment:</b>	Refers to any environment in where Samaritans team members are providing care to children or young people.
<b>CDO:</b>	Child Development Officer -Trained person responsible for monitoring home visits and reporting on compliance.
<b>Child–related employment:</b>	Means any employment that primarily involves direct contact with children where that contact is not directly supervised.
<b>Prohibited person</b>	Means a person convicted of a serious sex offence.
<b>SCAN Accounts Payable Form:</b>	A form sent to the Samaritans Finance Department advising payments to Services.
<b>SCAN Accounts Receivable Form:</b>	A form sent to the Samaritans Finance Department advising of funds that need to be recouped from Services.
<b>SCAN Capping of funding:</b>	SCAN funding is limited to a maximum of two and a half days per week (15 hours) per child, and will be paid on a half day or full day basis.
<b>SCAN Master copies:</b>	This refers to all SCAN forms located in the SCAN Resource and Information Manual.
<b>SCAN Resource and Information Manual:</b>	Refers to the folder given to all Services, which provides details on Samaritans, the brokerage agency; the Co-ordination Team and the SCAN scheme. It also contains the scheme's Policies and Standards document and master copies of all forms associated with the SCAN scheme required by Services.
<b>SCAN Term Funding Notification List:</b>	A form sent to the Samaritans Finance Department at the beginning of each term advising of Service's quarterly payments for the forthcoming term, payments to be made in Week 2
<b>SCAN Terms of Reference:</b>	Guidelines developed by the Area Reference Group to outline the role of the group and

ensure they are specifically reflective of each local network area.

**Regulation 110G:** of the Motor traffic Regulations, 1935 defines a suitable child restraint to mean any of the following restraints fitted to a motor vehicle:

1. a child restraint that conforms to AS1754 of the Standards of IT CURRENT Australia and which is referred to in that standard as suitable for use by the child concerned;
2. a seat belt, but only if the child concerned is not under the age of one year;
3. a child restraint of a type approved by the Roads and traffic Authority for use by the child of the age, weight and height of the child concerned

**Grievance:** A grievance is any condition of employment that the employee feels is unjust or unfair, or thinks should be brought to the attention of management. A grievance may be any act, omission, situation or decision that you think is unfair, discriminatory or unjustified. To assure prompt attention, grievances should be submitted within five (5) working days of the event, which has prompted the grievance.

**Contact:** Relationships for children in OOHC should be maintained as appropriate, through contact. Contact refers to time physically spent with relatives or other people significant to the child or young person through outings and visits. Contact can include provision for non-personal contact, for example letters, phone calls, photos, emails, videos and other forms of indirect interaction. Contact does not necessarily require face-to-face visits.

**After Care Support:** Assistance provided to a young person when they formally leave out-of-home care. It can include material and financial assistance, emotional and practical support and regular contact in accordance with the young person's wishes

**Leaving out-of-home care:** An informed plan that enables the child or young person to participate in choices about their future placement and identifies the supports and skills they will need to leave out-of-home care.

**Monitoring** Monitoring placements is defined as the focus of contact

<b>Placements:</b>	between the case manager, the carers and the children and young persons, in order to gauge that the placement strategies remain relevant to the child or young person's needs.
<b>Permanency planning:</b>	Means the making of a plan that aims to provide a child or young person with a stable placement that offers long-term security and that: has regard in particular, to the principle set out in section 9(f); meets the needs of the child or young person; and avoids the instability and uncertainty arising through a succession of different placements or temporary care arrangements.
<b>Applicant</b>	A person who applies for a position with Samaritans
<b>Authorised (foster) carer:</b>	For the purposes of this policy means a person who, in accordance with the regulations, is authorised as an authorised carer by a designated agency
<b>Authorised carer:</b>	Means a person authorised as an authorised carer by a designated agency.
<b>Care Environment:</b>	Refers to any environment in where Samaritans team members are providing care to children or young people, this includes centre based and home based care premises
<b>Designated agency:</b>	In relation to an authorised carer, means the designated agency that authorised the carer.
<b>Recruitment and Selection of Foster carers:</b>	Involves all those activities directed at attracting, targeting, enlisting, assessing and authorising people to provide out-of-home care for children and young persons, who for some reason are not able to live with their family for either a temporary or more long-term period.