DAME NELLIE MELBA
KINDERGARTEN
EST 1915

Sun Protection Policy

Mandatory– Quality Area 2

Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy and Procedure was last updated in August 2023 and is incorporated into the ELAA policy. This policy is for Victorian Early Childhood Education and Care Services. For more detailed information visit the SunSmart website: https://www.sunsmart.com.au/advice-for/schools-early-childhood

PURPOSE

This policy will provide:

- guidelines to ensure children, staff, volunteers and others participating in DNMK programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun
- information for parents/guardians, staff, volunteers and children attending DNMK regarding sun protection
- guidance to the use of outdoor spaces including adequate shading.

POLICY STATEMENT

VALUES

DNMK is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to the sun's UV radiation
- ensuring that curriculum planning will minimise over exposure to the sun's UV radiation and also promote an awareness of sun protection and sun safe strategies
- providing information to children, staff, volunteers, parents/guardians and others at the service about the harmful effects of exposure to the sun's UV radiation.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of DNMK, including during offsite excursions and activities.

This policy will apply during the daily local sun protection times or whenever the sun's UV levels reach three or higher. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

In Victoria UV levels are usually three or higher from mid-August to the end of April. Please check the daily local sun protection times *(refer to Definitions)* to be sure you are using sun protection when it is required. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the *Education and Care Services National Law* and *National Regulations* are met	**R**	R			
Taking reasonable steps to ensure that all staff follow the sun protection policy and procedures	**R**				
Ensuring that copies of the *Sun Protection Policy* is readily accessible and available to all staff, volunteers and families	**R**	√			
Meeting the standards and requirements of the SunSmart early childhood program	**R**	√			
Ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au	**R**	√			
Monitoring the daily sun protection times for the service location and manage sun safe outdoor play and learning accordingly		√	√		√
Ensuring parents/guardians are informed about and agree to support the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sun protective hat *(refer to Definition)* and sun protective clothing *(refer to Definitions)* for their child when attending the service	**R**	√	√		
Applying sunscreen *(refer to Definitions)* to their child before the commencement of each session during the sun protection times *(refer to Definitions)*				√	
Providing, at their own expense, an alternative sunscreen *(refer to Definitions)* that meets our sunscreen requirements, to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service				√	
Providing a supply of sunscreen for use on all persons to whom this policy applies	**R**	√			
Obtaining parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service via the XAP enrolment form and that this is stored with each child's enrolment record *(refer to Definitions)*	**R**	√	√		
Applying sunscreen *(refer to Definitions)* to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be		√	√		√

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done 20 minutes before going outdoors. Children, where appropriate, will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours)					
Storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians		√	√		√
Ensuring each child, and any other participant at the service, wears an appropriate sun protective hat *(refer to Definitions)*, sun protective clothing *(refer to Definitions)* and sunscreen for all outdoor activities during the sun protection times *(refer to Definitions)*	√	√	√		√
Wearing a sun protective hat, sun protective clothing *(refer to Definitions)* and sunglasses (optional) when outside, applying sunscreen and seeking shade during sun protection times *(refer to Definitions)*	√	√	√		√
Co-operating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*		√	√		√
Providing a named, sun protective hat *(refer to Definitions)* for their child's use at the service				√	
Checking that all sun protective hats *(refer to Definitions)* brought to the service meet the SunSmart recommendation for adequate protection, are named and are stored individually	√	√	√		
Providing appropriate spare sun protective hats *(refer to Definitions)* for children and adults that will be laundered after each use	√	√			
Ensuring that children without appropriate sun protective hats *(refer to Definitions)* or sun protective clothing *(refer to Definitions)* play in the shade or in a suitable area protected from the sun	√	√	√		√
Encouraging children to wear sun protective hats *(refer to Definitions)* when travelling to and from the service	√	√	√	√	
Ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during sun protection times *(refer to Definitions)*	√	√	√		
Ensuring the sun protection times *(refer to Definitions)* on the SunSmart website or the SunSmart app are accessed daily to assist with the implementation of this policy	√	√	√		√
Ensuring there is adequate shade over areas for both active and passive outdoor play at the service grounds to protect children from over exposure to UV radiation *(Regulation 114)*	**R**	√			

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Ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events *(Regulations 100, 101)*	**R**	√	√		
Encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the sun protection times *(refer to Definitions)*		√	√		√
Ensuring that information on sun protection is incorporated into the educational program *(refer to the SunSmart website)*	√	√	√		
Monitoring, and where practical, adjusting outdoor learning and play experiences to minimise direct and indirect UV exposure		√	√		√
Ensuring that sun protection strategies are a priority when planning excursions	√	√	√		
Communicating with families about SunSmart practices in general and specific expectations within the service (e.g., wearing protective clothing, sun protective hat styles)	√	√	√		√
Reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc	√	√			

BACKGROUND AND LEGISLATION

BACKGROUND

Over exposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world.

Young children are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are three or higher (the daily sun protection times) *(refer to Definitions)*.

The sun's UV can't be seen or felt. Whatever the temperature or weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher.

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime.

By teaching sensible sun protection habits from an early age and implementing sun protection measures, early childhood services can play a significant role in reducing skin cancer risk.

It is a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

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LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2024
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The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to Attachment 1 General Policy Definitions

Shade: Well-designed and positioned shade can significantly reduce direct and indirect UV exposure and create cool, comfortable spaces for outdoor learning and play. Shade can be natural (trees, shrubs or shadow cast from nearby buildings), built (pergola, shade sails, etc.), portable (shade umbrellas, marquees, etc.) or a combination of these. Ensure shade is easily accessible, aesthetically pleasing, in good condition and regularly maintained. Use surfaces that reflect less UV, e.g., natural, dark or rough surfaces such as grass, soil and tanbark. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV when outdoors. Research shows that early childhood service environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity. An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover.

Sun protection times: The sun protection times are a forecast from the Bureau of Meteorology for the times of the day when UV levels are forecast to be 3 and above. At these levels there is a risk of skin damage for all skin types. In Victoria, UV levels regularly reach 3 and above from mid-August to the end of April. You can find the sun protection times for your location on the free SunSmart Global UV widget or app, at sunsmart.com.au, at myuv.com.au or in the weather section of the daily newspaper.

Sun protective clothing: If you can see skin, UV can reach it. Clothing can be a great barrier between the sun's UV and your skin. Cover as much skin as possible with cool, loose-fitting clothing made from densely woven fabric like cotton. This includes tops that cover the chest, shoulders and arms, with elbow length sleeves and collars and longer style shorts or skirts. If a child is wearing a singlet top or dress with thin straps, they must add a t-shirt or shirt before outdoor play. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Sun protective hat: A hat should shade the face, neck and ears such as a wide-brimmed or bucket hat (at least 5cm brim for young children) or legionnaire hat (make sure the front peak and back flap overlap at the sides). Caps and visors offer little protection to the cheeks, ears and neck, and are not considered a suitable alternative and should be swapped for a sun protective hat.

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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 up to 50%.

Sunscreen: Sunscreen should be labelled SPF30, SPF50 or SPF50+ and be broad-spectrum and water-resistant. For all children over 6 months, apply sunscreen to any skin not protected by clothing 20 minutes before going outdoors and reapply every two hours or more frequently if sweating, towel drying or after water activities. Make sure it has an Australian Licence (Aust L) number and monitor the expiry date. Store sunscreen below 30 degrees, in a supervised location and out of direct sun. Cancer Council recommends a usage test before applying a new sunscreen. The widespread use of sunscreen on babies under 6 months old is not recommended. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.

SunSmart: The name of the program conducted by Cancer Council to help prevent skin cancer: www.sunsmart.com.au

Ultraviolet (UV) radiation: Ultraviolet (UV) radiation is a type of energy produced by the sun and some artificial sources, such as arc welders and solariums. The sun's UV is the main cause of skin cancer. Too much UV exposure also causes sunburn, tanning, premature ageing, and eye damage. You can see the sun's light, you can feel the sun's heat, but you can't see or feel the sun's UV radiation. UV can reach you directly from the sun. It can also be reflected off different surfaces and scattered by particles in the air. Your senses cannot detect UV radiation, so you won't notice it is all around you and you won't immediately notice any damage.

UV Index: The World Health Organization's Global Solar UV Index measures UV levels on a scale from 0 (Low) to 11+ (Extreme). Sun protection is recommended whenever UV levels are 3 (Moderate) or higher. The UV level is affected by a number of factors including the time of day, time of year, cloud cover, altitude, location and surrounding surfaces. www.who.int

SOURCES AND RELATED POLICIES

SOURCES

- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.*6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection*
- Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR) (2019)
- Cancer Council Australia: www.cancer.org.au/sunsmart
- *Get Up & Grow: Healthy eating and physical activity for early childhood.* Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: www.health.gov.au
- SunSmart: www.sunsmart.com.au
- Victorian Institute of Teaching (VIT) The Victorian Teaching Profession Code of Conduct - Principle 3.2
- Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2
- Australian Radiation Protection and Nuclear Safety Agency: Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF): www.acecqa.gov.au
- Victorian Early Years Learning and Development Framework (VEYLDF): www.acecqa.gov.au

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- Victorian School Building Authority (VSBA) Building Quality Standards Handbook (BQSH): Section 5.1.3, 5.1.4 Shade Areas (May 2021)
- AS 4174:2018 (Amd 2019) Knitted and woven shade fabrics
- AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing – Evaluation and classification
- AS/NZS 2604:2021 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 4. Labelling and advertising – directions for use of the product

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Interactions with children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Supervision of Children

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172 (2))*.

ATTACHMENTS

- Attachment 1: General Policy Definitions

AUTHORISATION

This policy was adopted by the approved provider of DNMK on April 2025

REVIEW DATE: April 2028

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Attachment 1: General Policy Definitions

Term	Definition
ACECQA – Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Additional needs	The term used for children who require or will benefit from specific considerations or adaptations and who: • are Aboriginal or Torres Strait Islander • are recent arrivals in Australia • have culturally and linguistically diverse backgrounds • live in isolated geographic locations • are experiencing difficult family circumstances or stress • are at risk of abuse or neglect • are experiencing language and communication difficulties • have a diagnosed disability—physical, sensory, intellectual or autism spectrum disorder • have a medical or health condition • demonstrate challenging behaviours and behavioural or psychological disorders • have developmental delays • have learning difficulties • are gifted or have special talents • have other extra support needs. It is important to note that: • additional needs arise from different causes, and that causes require different responses • any child may have additional needs from time to time. Adapted from the Guide to the National Quality Framework, 2020.
Adequate supervision	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. Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include: • 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)

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Term	Definition
	• 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).
Approved first aid qualification	A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: www.acecqa.gov.au
Approved provider	The approved provider is the legal entity that is approved to operate an education and care service and is legally responsible for managing the service and holds a provider approval (National Law). A provider approval authorises a person or organisation to apply for one or more service approvals and is valid in all jurisdictions.
Attendance record	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator *(National Regulation 158(1))*.
Authorised officer	A person authorised to be an authorised officer under Part 9 (National Law). Authorised officers are appointed by the regulatory authority under the provisions of the National Law to carry out the functions of monitoring, assessing and rating licensed approved education and care services in their jurisdiction.
Authorised person	An authorised person means a person who belongs to one of the below groups: • a person who holds a current working with children check or working with children card; or • 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 • 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 or a working with children card (National Law).
Authorised nominee	A person who has been given written authority by the parent/guardian of a child to collect that child from the education and care service. These details will be on the child's enrolment form. The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.
Children	Refers to each baby, toddler, three- to five-year-old and school age child and means children as individuals and as members of a group in the education and care setting, unless otherwise stated. It is inclusive of children from all social, cultural and linguistic backgrounds and of their learning styles, abilities, disabilities, gender, family

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Term	Definition
	circumstances and geographic locations (adapted from the Early Years Learning Framework, p. 45).
Communication plan	A written plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of anaphylaxis is enrolled at a service.
Culture	The values and traditions of groups of people that are passed from one generation to another.
Culturally and linguistically diverse (CALD)	Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.
Curriculum	All interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development (Early Years Learning Framework; adapted from Te Whariki).
Department of Education	A government department in Victoria, responsible for: • granting approvals, including provider approval and service approvals • assessing and rating services against the National Quality Standard • working with ACECQA to promote continuous quality improvement and educating the sector and community about the National Quality Framework.
Diversity	Refers to all characteristics that make individuals different from one another, including race, religion, language, ethnicity, beliefs, age, gender, sexual orientation, level of ability, additional needs, socioeconomic status, educational attainment, personality, marital and/or parental status, family structure, lifestyle and general life/work experience.
Duty of care	A common law concept that refers to your responsibility to adequately protect children in your care from harm. It applies to all staff members within any Victorian early childhood service, and it is usually expressed as a duty to take reasonable steps to protect children from injury that is reasonably foreseeable.
Each child	As defined in the *Guide to the National Quality Framework*, a phrase used in the *National Quality Standard* 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 teacher (ECT)	A person with an approved early childhood teaching qualification as listed on the ACECQA website: www.acecqa.gov.au
Education and care service	Any service providing or intended to provide education and care on a regular basis to children under 13 years of age (National Law). See Section 5 of the National Law for services that are excluded from this definition.
Educational leader	The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, coordinator or other individual to lead the development and implementation of education programs at the service *(National Regulation 118)*. This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other

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Term	Definition
	educators in their planning and reflection, and mentor colleagues in their implementation practices.
Educational program	A program that *(National Law: Section 168)*: • is based on an approved learning framework; and • is delivered in a manner that accords with the approved learning framework; and • is based on the developmental needs, interests and experiences of each child; and • is designed to take into account the individual differences of each child
Educator	An individual who is qualified to provide education and care for children as part of an education and care service.
Enrolment record	Contains information on each child, as required under legislation, including contact details; names of authorised nominees; names of persons authorised to consent to medical treatment or to authorise administration of medication; names of persons authorised to take the child outside the service; details of any court orders; personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc.
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.
Excursion	An outing organised by an education and care service where the child or children leave the education and care service premises in the company of an educator.
Families	The term families used within PolicyWorks is defined as a group of people who are connected by love, support, and commitment to each other, regardless of their biological or legal ties. The National Law defines families as (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) or 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 (d) a person who is recognised in the child's community as having a familial role in respect of the child
Governance	Refers to the systems in place to support effective management and operation of the service, consistent with the service's statement of philosophy. Good governance requires effective management systems and clearly delineated roles and responsibilities to support the effective operation of a quality service.
Guardian	In relation to a child, means the legal guardian of the child *(National Law definition pg. 20)*. Legal guardians have custody of the children and the authority to make decisions concerning the child(ren)'s protection, education, care, etc.

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Term	Definition
	Legal guardianship is assigned by a court, such as the family court, according to state laws
In attendance at a centre-based service	An early childhood teacher or suitably qualified person is in attendance at a centre-based service if the teacher or qualified person *(National Regulations 118)*: (a) is physically present at the service; and (b) carries out education and care activities at the service including one or more of the following: • working directly with children; • planning programs; • mentoring, coaching or supporting educators; • facilitating education and care research; • performing the role of educational leader of the service referred to in
Incident, Injury, Trauma and Illness Record:	Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the: • name and age of the child • circumstances leading to the incident, injury, trauma or illness (including any symptoms) • time and date • details of action taken by the service including any medication administered, first aid provided or medical personnel contacted • details of any witnesses • names of any person the service notified or attempted to notify, and the time and date of this • signature of the person making the entry, and time and date of this. These details need to be kept for the period of time specified in *National Regulation 183*.
Kindergarten Funding Guide	Provides detailed information from the Department of Education and Training (DET) about the types of kindergarten funding available, eligibility criteria, how to apply for funding and how to comply with operational requirements once funding has been granted.
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.
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.
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 plans	A medical management plan must be in place for every child enrolled who has a diagnosed health care need, allergy or relevant medical condition, and kept with the child's enrolment record. It must be followed at all times.

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Term	Definition
	The child's medical practitioner must prepare the plan, and the parent must then provide it to the service. It should include: • details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition • any current medication prescribed for the child • the response required from the service in relation to the emergence of symptoms • any medication required to be administered in an emergency • the response required if the child does not respond to initial treatment • when to call an ambulance for assistance.
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.
National Law	Unless otherwise specified, the *Education and Care Services National Law Act 2010*. This applied law system sets a national standard for children's education and care across Australia.
National Quality Agenda IT System	A web-based information system to assist state and territory regulatory authorities and ACECQA to manage the approval, monitoring and quality assessment of children's education and care services. The system also enables services, providers and educators to submit application and notification forms online to regulatory authorities and ACECQA.
National Quality Framework (NQF)	This framework for the early childhood education and care sector helps providers to improve the quality of services in areas that impact on a child's development. The framework includes: • a National Law – the *Education and Care Services National Law Act 2010 National Regulations – the Education and Care Services National Regulations 2011* (please check online to ensure the most current version is being used) the National Quality Standard • 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 National Quality Standard • 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 NQS is comprised of guiding principles, quality areas, standards, and elements. There are seven quality areas which capture aspects critical to the provision of quality education and care.
National Regulations	*The Education and Care Services National Regulations 2011:* the regulations or rules under which education and care services must operate. The regulations are the way in which the law is applied.

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Term	Definition
Nominated supervisor	A person who has been nominated by the approved provider of the service under Part 3 of the Act can be the nominated supervisor. All services must have a nominated supervisor with responsibility for the service in accordance with the *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 within 14 days.
Notifiable incident	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website. This website also contains online reporting forms: www.worksafe.vic.gov.au
Notifiable complaints	A complaint alleging that a serious incident has occurred while the child is educated and cared for or complaints alleging that the Law has been contravened *(National Law: Section 174(2)(b))*. Any complaint of this nature must be reported by the approved provider to DET *(refer to Definition)* within 24 hours of the complaint being made. The approved provider to notify DET *(refer to Definition)* within the specified timeframes below *(National Law: Section 174(2) (b), National Regulation 176(2) (b))* • serious incidents *(refer to Definition)* in writing within 24 hours of the incident or the time the person becomes aware of the incident • any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service - Within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information • any incident where the approved provider reasonably believes that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service - Within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information. • any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by the service. In addition, approved providers must take reasonable steps to ensure that these incidents and complaints are adequately addressed. Notifications should be made to the regulatory authority (DET) through the NQA IT System. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.
Parent	In relation to a child, includes: • a guardian of the child • a person who has parental responsibility for the child under a decision or order of a court (National Law).
Person in day-to-day charge	A person is in day-to-day charge of an education and care service if: • the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service; and • the person consents to the placement in writing *(National Regulations 117A (b))*.

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Term	Definition
	There are minimum requirements for the person in day-to-day charge *(National Regulations 117B)*.
Person with management or control (PMC)	The persons within or outside the approved provider who are responsible for managing the delivery of the provider's service(s) or who have significant influence over the activities or delivery of the service. A PMC has the same legal responsibility for the safety, health and wellbeing of children at their service as an approved provider. A PMC is a person in an executive or management role of an approved provider entity, including: • an officer of a body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) • each member of the management committee of an association • each partner of a partnership • a person in a management position of the business, with the authority or responsibility for, or significant influence over, decisions affecting the delivery of children's education and care (such as a state/territory or area manager). A nominated supervisor, person in day-to-day charge of a service, or a person who holds other operational management roles in a service (such as a centre manager) would not meet the PMC definition. People holding these roles will only meet the PMC definition if they also participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service.
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.
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	See Educational curriculum
Regular outing	In relation to an education and care service, means a walk, drive or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.
Responsible person	The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates *(National Law: Section 162 (c))* and can be: • the approved provider or a person with management or control of the service; • a nominated supervisor of the service; or • a person placed in day-to-day charge

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Term	Definition
Regular transportation	In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
Reportable incidences	Under the *Occupational Health and Safety Act 2004* (OHS Act), employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred, including those resulting in: • death • a person needing medical treatment within 48 hours of being exposed to a substance • a person needing immediate treatment as an in-patient at a hospital • a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment). Incidents must be reported if they expose a person in the immediate vicinity to an immediate risk to the person's health and safety involving: • registered or licensed plant collapsing, overturning, falling or malfunctioning • collapse or failure of an excavation, or shoring supporting an excavation • collapse of a building structure (or partial collapse) • implosion, explosion, or fire • escape, spillage or leakage of any substance • plant or objects falling from high places.
Risk assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
Risk minimisation	The practice of developing and implementing a range of strategies to reduce hazards, for example, for a child at risk of anaphylaxis, by removing, as far as is practicable, major allergen sources from the service.
Risk minimisation plan	A service-specific plan that documents a child's allergy, practical strategies to minimise risk of exposure to allergens at the service and details of the person/s responsible for implementing these strategies. A risk minimisation plan should be developed by the approved provider/nominated supervisor in consultation with the parents/guardians of the child at risk of anaphylaxis and service staff. The plan should be developed upon a child's enrolment or initial diagnosis, and reviewed at least annually and always on re-enrolment
Serious incident	You must notify the DET within 24 hours of becoming aware of a serious incident *(Section 174(2)(a) and Regulation 176(2)(a)* A serious incident *(National Regulation 12)* is defined as any of the following: • the death of a child while being educated and cared for at the service or following an incident while being educated and cared for by the service • any incident involving serious injury or trauma to a child while the child is being educated and cared for, which: ○ a reasonable person would consider required urgent medical attention from a registered medical practitioner; or

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Term	Definition
	○ the child attended or ought reasonably to have attended a hospital e.g. a broken limb* ○ any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury, illness or trauma is required to be notified, not other health matters. • any emergency for which emergency services attended NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at an education and care service. It does not mean an incident where emergency services attended as a precaution. • a child appears to be missing or cannot be accounted for at the service • a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations • a child was mistakenly locked in or out of the service premises or any part of the premises. Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event. If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the regulatory authority within 24 hours of becoming aware that the incident was serious. Notifications of serious incidents should be made to the regulatory authority (DET) *(refer to Definition)* through the NQA IT System. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.
Staff	In relation to an education and care service, means any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as a family day care coordinator, educator or otherwise *(National Law definition)*.
Staff record	A record which the approved provider of a centre-based service must keep containing information about the nominated supervisor, staff, volunteers and students at a service, as set out under *Division 9 of the National Regulations*. Staff records must be kept by the service and include details of the nominated supervisors, the educational leader, other staff members, volunteers and the responsible person. The record must include information about qualifications, training and details of the Working with Children Check *(National Regulations 146–149).* A sample staff record is available on the ACECQA website*: www.acecqa.gov.au*
Transportation	Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and

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Term	Definition
	duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion. Examples of transport not forming part of a service include: • private transport provided by families and carers (i.e. carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and where the children are not under the care of the approved provider • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also • travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity.
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 early childhood teachers are required to be registered with the Victorian Institute of Teaching.
Vulnerability	The condition or state of being susceptible to various risks and challenges that may negatively impact children, families, and the broader community. It involves factors that can hinder optimal development, well-being, and equitable access to quality early childhood education and care. Vulnerability can manifest in different forms and may be influenced by various factors, including but not limited to socioeconomic status, cultural background, family dynamics, geographic location, disability or additional needs, and family circumstances.
Working directly with children	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	The check is a legal requirement under the *Worker Screening Act 2020* for those undertaking paid or voluntary child-related work in Victoria. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history.
Working with Children (WWC) Clearance	A WWC Clearance is granted to a person under Worker Screening legislation if: • they have been assessed as suitable to work with children • there has been no information that, if the person worked with children, they would pose a risk to those children • they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

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