

## WORD LIST FOR PLAYGROUP TASMANIA POLICIES

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### Introduction

This document contains definitions related to all Playgroup Tasmania policies.

### Definitions

**Aboriginal and Torres Strait Islander** – A person who is of Aboriginal or Torres Strait descent, identifies as Aboriginal or Torres Strait Islander and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.

**Adult** – a person 18 years of age or older and includes those who are employees, volunteers and associates of Playgroup Tasmania.

**Advice and Referral Line (ARL)- Phone 1800 000 123** provided by Strong Families Safe Kids as the first point of contact for child wellbeing and safety. Anyone with a concern about the safety and wellbeing of a child can call the number.

**Affirmative Action** - the practice or policy of favouring individuals belonging to groups known to have been discriminated against previously; positive discrimination.

**Breaches** of general law, organisational policy, or generally recognised principles of ethics include:

- corrupt conduct
- fraud or theft
- official misconduct
- maladministration
- harassment or unlawful discrimination
- serious and substantial waste of public resources
- practices endangering the health or safety of the staff, volunteers, or the general public
- practices endangering the environment.

**Bullying** - repeated and unreasonable behaviour by an individual or group directed towards an individual or group where that behaviour creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten. Reasonable management action that is carried out in a reasonable way is not bullying. “Repeated behaviour” refers to the persistent nature of the behaviour and can involve a range of behaviours over time. “Unreasonable behaviour” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the other person. “Risk to health and safety” includes risk to the mental or physical health of the employee.

**CEO** – Chief Executive Officer

**Child** – Playgroup Tasmania uses the United Nations Convention on the Rights of the Child (UNCRC) definition of a child, which is any person under the age of 18, regardless of whether a nation’s laws recognise adulthood earlier. For the purposes of this Policy, the definition also includes an unborn child.

**Child Abuse** - The deliberate act of ill-treatment that can harm or is likely to cause harm to a child’s safety, wellbeing, dignity and development (including to an unborn child). Abuse includes all forms of physical, sexual, psychological or emotional ill treatment.

**Physical Abuse:** involves the use of violent physical force so as to cause actual or likely physical injury or suffering (eg hitting, shaking, burning, female genital mutilation, torture).

**Emotional or Psychological Abuse:** includes humiliating and degrading treatment, or witnessing of humiliating and degrading treatment behaviours, such as bad name-calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

**Sexual Abuse:** includes all forms of sexual violence or witnessing of any form of sexual violence, including incest, early and forced marriage, rape, involvement in pornography and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.

**Neglect:** Deliberately, or through carelessness or negligence, failing to provide for, or secure for a child, their rights to physical safety and development.

**Exploitation:** refers to the use of children for someone else’s advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child’s physical or mental health, education, moral or social-emotional development.

**Violence:** “The intentional use of physical force or power, threatened or actual, against a child, by an individual or group, that either results in or has a high likelihood of resulting in actual or potential harm to the child’s health, survival, development or dignity” (WHO in the World Report on Violence and Health 2002). Violence can be committed by individuals

or by the State as well as groups and organisations through their members and policies. It results not only in fear of/or actual injury but also in fundamental interference with personal freedom.

**Harm:** The result of the exploitation, violence, abuse and neglect of children and can take many forms, including impacts of children's physical, emotional and behavioural development, their general health, their family and social relationships, their self-esteem, their educational attainment and aspirations.

**Grooming:** Describes the 'preparation' phase of child sexual assault and exploitation, undertaken by the perpetrator to gain the trust of the child or young person, and to establish secrecy and silence. It is not always only the child or young person who is groomed. Parents and carers or other significant adults (including organisations) may also be groomed by someone intending to harm a child.

**Child Safe and Child Friendly** – refers to an organisational environment that has an open and aware culture, understands child abuse, is supported by robust child safe policies, promotes the empowerment and participation of children, identifies and manages child safety risks, and expects all stakeholders to report any allegations, disclosures or concerns for the safety and wellbeing of children. A child safe and child friendly environment ensures that children and young people are the primary focus and are culturally safe.

#### **Child Protection**

- The term used to describe the responsibilities and activities undertaken to prevent or stop children being abused, neglected, exploited or maltreated.
- Often used to refer to a statutory authority responsible for investigating and responding to reports of child abuse in the community.

**Code of Conduct** – a policy which specifies behaviours expected of all staff, volunteers, board members and contractor/consultants of the organisation.

**Contractor/Consultant** – a person or organisation that undertakes a contract to provide materials, tasks or labour to do a service or job.

**Cultural Safety** – promotes the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. A culturally safe environment is socially and emotionally safe, as well as physically safe for children. It is underpinned by shared respect, shared meaning, shared knowledge and experience, and living and working together with dignity and truly listening.

**Culturally and/or Linguistically Diverse Background (CaLD)** – identification with particular cultural or linguistic affiliations by virtue of place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of parents' identification on a similar basis.

**Child and Youth Safe Organisations Framework (CYSOF)** – A Tasmanian framework developed to keep children safe in organisations. It includes the following: The Child and Youth Safe Standards, The Universal Principle, The Reportable Conduct Scheme, The Independent Regulator, and Information sharing provisions. See <https://www.oir.tas.gov.au/about/the-child-and-youth-safe-organisations-framework>

**Department for Education, Children and Young People (DECYP)** – The Tasmanian government department responsible for education, child and family support, and youth services including the safety and wellbeing of Tasmania children and young people.

**Disability** –There is no single definition or model of disability. Playgroup Tasmania uses the United Nations Convention on the Rights of Persons with Disabilities (CRPD) definition which defines disability as long-term physical, cognitive, sensory and psychosocial impairments, including chronic illness, which in interaction with various barriers may hinder an individual's full and effective participation in society on an equal basis with others.

**Discrimination** - when someone is treated, or it is proposed they be treated, unfavourably because of a personal characteristic protected by Commonwealth, state or territory law. In Tasmania, it is unlawful to discriminate on the basis of the following characteristics:

- Age
- Ability
- Employment or Industrial Activity
- Breastfeeding or pregnancy
- Status as a parent or caregiver
- Physical features
- Race
- Sex
- Gender
- Gender Identity
- Sexual Orientation
- Marital Status
- Political Beliefs
- Religious Beliefs
- Association with someone in these categories

**Diversity** - the term used to describe the differences and uniqueness of all people. Diversity is defined here in the broadest sense. It can refer to demographic characteristics such as age, ethnicity, gender, sexuality, ability, cultural and linguistic background, gender identity, religion, socio economic status, medical condition, pregnancy and neurodiversity.

**Duty of Care** - a legal obligation of a person or organisation to take reasonable steps to not cause foreseeable harm to another person or their property. This applies to Playgroup Tasmania in its relationships with all Playgroup Community members including the duty to protect children from all reasonably foreseeable risk of injury or harm when involved with our organisation.

**Employee Record** - a record of personal information relating to the employment of the employee.

Examples of personal information relating to the employment of the employee are health information about the employee and personal information about all, or any, of the following:

- the engagement, training, discipline or resignation of the employee
- the termination of the employment of the employee
- the terms and conditions of employment of the employee
- the employee's personal and emergency contact details
- the employee's performance and conduct
- the employee's hours of employment
- the employee's salary or wages
- the employee's membership of a professional or trade association
- the employee's trade union membership
- the employee's recreation, long service, sick, personal, maternity, paternity or other leave
- the employee's taxation, banking or superannuation affairs.

**Employees, Staff and Volunteers of Playgroup Tasmania** - Employed persons, contractors, consultants, board members, volunteers, trainees and work experience students.

**Equity** - the quality of being fair and impartial. Social equity is impartiality, fairness and justice for all people in social policy. Social equity considers systemic inequalities to ensure everyone in a community has access to the same opportunities and outcomes.

**Health Information** - is sensitive information and refers to information or opinion about:

- The health or a disability (at any time) of an individual
- An individual's expressed wishes about the future provision of health services to him or her
- A health service provided, or to be provided, to an individual
- Other personal information collected to provide, or in providing, a health service

**Inclusion** - to embrace and value all people, irrespective of their diversity and diverse characteristics. It is about providing equity and opportunities and not permitting discrimination or intolerance.

**Individuals** – in these policies we define individuals as:

- Parents and caregivers
- Children
- Board members
- Employees and volunteers/consultants
- Members of the public accessing our services or website
- Stakeholders
- Suppliers/contractors delivered by an individual
- Job applicants
- Referees

**Mandatory Reporting** – All adults have a responsibility to look out for children and keep them safe and can contact Police or Strong Families Safe Kids Advice and Referral Line (ARL). All Playgroup Tasmania staff members, volunteers and contractors are prescribed persons and have a legal duty to report concerns about the safety and wellbeing of a child (including unborn) to Police or ARL

**Parent Participant** – A family member or caregiver who participates in playgroup with a child. Parent participants may take on leadership or support roles within a playgroup but do not fall under the Playgroup Tasmania definition of Volunteer.

**Playgroup Leader** – an individual who takes on a leadership or support role at a playgroup. May be a volunteer or a parent participant.

**Playgroup Tasmania community member** - Playgroup Tasmania employees, volunteers (including board members), parents/primary care givers, and children

**Personal Information** - is defined by the Privacy Act as “information about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion” which is maintained electronically, on video or in written/printed form; and/or verbal information given to an employee about an individual. Although exempt under the Privacy Act, we include employee records under this policy. However, this does not apply in situations where the Crown or a statutory body or other similar body is seeking employee records information as part of an enquiry or investigation. Our inclusion of employee records under this policy applies to general enquiries by individuals and organisations.

**Procedural Fairness (natural justice)** - is a central concept in administrative law. It means fairness in the procedures followed when arriving at an administrative decision. Procedural fairness is fundamental to the administration of justice. When procedural fairness has not been given, a person can file an appeal and get a decision overturned on that basis.

In particular, where adverse comment about a person is likely to be included in a report, the person affected will be given an opportunity to comment beforehand and any comments will be considered before the report is finalised.

Natural justice and procedural fairness do not require that the person affected be informed of the identity of the person making the initial disclosure, unless that communication constitutes part of the evidence relied upon in making the eventual finding.

**Registered Visitor** – a playgroup visitor who has contact with children and interacts with them in a planned way. Registered visitors are required to provide their Registration to Work with Vulnerable People (RWVP) details to the playgroup. Examples include, but are not limited to, support workers, representatives from groups and organisations, activity providers etc .

Important note, under Tasmanian legislation if contact with children is incidental a RWVP registration is not required. The meaning of incidental is when a person works or volunteers in the same setting as a vulnerable person but has little or no planned contact with them.

[https://www.justice.tas.gov.au/\\_data/assets/pdf\\_file/0004/807718/RWVP-Fact-Sheet-Incidental-contact.pdf](https://www.justice.tas.gov.au/_data/assets/pdf_file/0004/807718/RWVP-Fact-Sheet-Incidental-contact.pdf) .

**Registration to Work with Vulnerable People (RWVP)** - RWVP applications are assessed, registered and monitored by the Tasmanian Department of Justice and are a crucial legal check to help reduce crime, sexual offences, improper behaviours and harm to the vulnerable members of our society. RWVP is required for any employee, volunteer , contractor/consultant or registered visitor that has planned contact with children, either as part of their involvement in the organisation or due to the context of the work that brings the person into regular contact with children. At least one person at every playgroup session must have a RWVP.

**Reportable Conduct Scheme** – requires leaders of specific organisations to notify the Independent Regulator upon becoming aware of conduct related to child abuse involving an adult worker and conduct investigations.

Types of conduct which are reportable include both criminal and non-criminal behaviour and include the following:

- Grooming
- Physical violence
- Sexual offence or sexual misconduct
- Significant emotional or psychological harm
- Significant neglect
- Relevant offences such as failing to report child abuse and female genital mutilation

**Risk** - is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to:

- **Strategic risks:** risks that affect or are created by an organisation's business strategy and strategic objectives.
- **Operational risks:** major risks that affect an organisation's ability to execute its strategic plan.
- **Financial risks:** include areas such as financial reporting, valuation, market, liquidity, and credit risks.
- **Compliance risks:** relate to legal and regulatory compliance.

**Sensitive Information** - information or an opinion about an individual's:

- Health information
- 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 preferences or practices
- Criminal record, where that information is also personal information.

**Sexual Harassment** - unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive questions or statements about your private life
- Displaying posters, magazines or screen savers of a sexual nature
- Sending sexually explicit emails or text messages
- Inappropriate advances on social networking sites
- Accessing sexually explicit internet sites
- Requests for sex or repeated unwanted requests to go out on dates
- Behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

**Skills Matrix (Board)** – sets out the mix of skills and diversity that the board currently has or is looking to achieve in its membership. It is used to perform a skills gap analysis which will aid future recruitment.

**Strong Families Safe Kids**- provide an advice and referral line 1800 00 123 as the first point of contact for child wellbeing and safety. Anyone with a concern about the safety and wellbeing of a child can call this number.

**Volunteers** - Playgroup Tasmania uses the Volunteering Australia definition for volunteering 'time willingly given for the common good and without financial gain'. Playgroup Tasmania *has* community members who volunteer to support Playgroup Tasmania activities such as assisting in

## Word List

the running of programs and Board membership. Volunteers perform their roles by choice. A Playgroup volunteer is a person who is providing support to a playgroup but does not have responsibility for a child who is participating in an activity.

**Whistleblower** - a person (being a director, manager, employee or contractor/consultant of Playgroup Tasmania) who, whether anonymously or not, makes attempts to make, or wishes to make, a report in connection with reportable conduct and wishes to avail themselves of protection against reprisal for having made the report.

**Young Person** – Usually defined as a person between the ages of 12-25 years. Playgroup Tasmania may have Young People participating in activities who are also parents.