



Definitions Register

Defined Terms Applicable to all Korowal Policy, Procedure and Code of Conduct Documents

Updated October, 2022

Accreditation	Means that a person has met the NESA standards for teachers.
Appeal	A formal written request to High School Cluster or the Principal for the review of an assessment result given by a subject teacher.
Assault	<p>An assault can occur when a person intentionally or recklessly (ie. knows the assault is possible but ignores the risk):</p> <ul style="list-style-type: none">- applies physical force against a child without lawful justification or excuse – such as hitting, striking, kicking, punching or dragging a child (actual physical force); or- causes a child to apprehend the immediate and unlawful use of physical force against them – such as threatening to physically harm a child through words and/or gestures regardless of whether the person actually intends to apply any force (apprehension of physical force)
Assessment	The collection and evaluation of evidence of a student’s learning against syllabus outcomes.
Assessment as Learning	The process of students using self-assessment strategies to reflect on and monitor their own learning.
Assessment for Learning	The process of teachers collecting and using evidence about student learning to inform their ongoing teaching; also known as formative assessment.
Assessment of Learning	The process of teachers collecting evidence about student learning usually at the end of a period of learning; also known as summative assessment

Bullying	<p>Bullying occurs when a person is subjected to all three of the following:</p> <ol style="list-style-type: none"> 1. Behavior intended to cause harm 2. Repeated behavior, and 3. A real or perceived power imbalance within relationships. <p><i>“Bullying is a relationship problem and requires relationship-based solutions.” www.NCAB.org.au (National Centre Against Bullying)</i></p>
Business Manager	Manager of the business and financial affairs of the School.
Child	Any person who is under 16 years of age.
Child wellbeing concern	Child wellbeing concerns are safety, welfare or wellbeing concerns for a child for a child or young person that do not meet the mandatory reporting threshold, risk of significant harm.
Complaint/Grievance	Refers to any circumstance, where a statement is received by the school that something is unsatisfactory or unacceptable.
Conflict of Interest	A conflict of interest includes any circumstance, whether actual or perceived, arising from a conflict between the performance of an employee’s professional duties with for the School and their personal interests.
Context Established	The context will be established to define the basic external and internal parameters within which risks must be managed and to provide guidance for decisions within more detailed risk management considerations.
Corporal Punishment	Causing deliberate pain or discomfort in response to undesired behaviour by students in schools.
Cyber Safety	Online behaviour that is safe, appropriate and responsible.
Decision Making	Refers to the final outcome as to whether an employee is to be accredited.
DFAT	Department of Foreign Affairs and Trade (DFAT) website for country specific travel advice for Australian travellers overseas (www.dfat.gov.au/travel).
Discloser	The party or person, whether anonymously or not, who makes or wishes to make a report of a matter of suspected wrongdoing.

Discloser Protection Officer	The nominated person or party who is responsible for ensuring that the Discloser is offered appropriate support and protection for having made the report.
Discrimination	Treating a person in a way that results in that person receiving less favourable treatment because of their sexual orientation, gender identify or intersex status and includes discrimination as defined in the Equal Opportunity Act 1984 (SA) and the Sex Discrimination Act 1984 (C'th) as amended by the Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013 (C'th).
Drugs	A drug is any substance that, when inhaled, injected, smoked, consumed, absorbed via a patch on the skin, or dissolved under the tongue causes a physiological change in the body.
Duty of Care	The responsibility that employees have to students in their charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted foreseen.
Emotional abuse	<p>Emotional abuse can result in serious psychological harm, where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional deprivation or trauma.</p> <p>Although it is possible 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child.</p> <p>This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.</p>
Employee/staff	This includes all employees, contractors, volunteers, work experience participants and student placements who are engaged by the school in working with children.
Employees	This includes all employees, contractors, volunteers, work experience participants and student placements who are engaged by the School in working with children.
EVET Distance Education Alliance	<p>VET courses are open to school students in Years 10, 11 or 12. They form part of the HSC subject options and cover everything from automotive trades, business services and construction, to sport and recreation, visual arts and warehousing</p> <p>Independent Schools from the Nepean, Blue Mountains and Hawkesbury regions form the KEY Alliance to provide a Trade Training Centre offering students at Independent Schools access to trade and other vocational education courses as part of their RoSA and Higher School Certificate.</p>

Excursions	Any off campus educational activity that occurs as a variation to the normal teaching and learning activities undertaken at school.
Excursion (Day)	Above activity that occurs within a day and does not require overnight accommodation.
Excursion (International)	Above activity undertaken beyond the jurisdiction of the Australian Commonwealth that requires overnight accommodation.
Facilitation	Refers to the process of support provided by Korowal School to the teacher applying for accreditation or maintenance of accreditation.
Families	Parents, care-givers or other persons related to students or employees of the School.
Fee Deferral	The postponement of school fee payments for a predetermined period of time.
Gender Diverse	A person who may have a range of gender identities and practices, combine different genders or identify as having a non-binary gender. Gender diverse children may express themselves in many different ways.
Gender Equality	The state in which access to rights or opportunities is unaffected by gender. Equality is a result.
Gender Equity	The process of being fair to all people. To ensure fairness, measures must often be put in place to compensate for the historical and social disadvantages that prevent women, men and non-binary people from operating on a level playing field. Equity is a means. (add this to all policies with Gender Equity)
Gender Expression	A person's gender expression is the outward signs they present to the world around them. This could include their choice of name and preferred pronoun (which may include using no pronoun), their style of dress and appearance and/or mannerisms.
Gender Identity	Refers to a person's strongly held internal sense of self, of being masculine or feminine, or both or neither. Gender identity does not necessarily relate to the sex a person is assigned at birth.
Gender transition/ affirmation	Refers to the process whereby a transgender person commences living as their true identity. This is sometimes referred to as 'affirming' gender because it means they start living in what they identify as their true gender,

rather than a process of change. Individuals may choose to transition/affirm their gender in different ways.

Harassment

Harassment is experienced as unwanted or annoying behavior that is uninvited, unwelcome or offensive. It can be systematic or continued and is perceived as provocative or bothering.

Hazing

Any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

Head of Relevant Entity

Head of Relevant Entity is defined in accordance with the Children's Guardian Act 2019 (NSW). At the School it is the Principal.

Health Information

- a) information or an opinion about:
 - i) the health, including an illness, disability or injury, (at any time) of an individual;
 - (ii) an individual's expressed wishes about the future provision of health services to the individual; or
 - (iii) a health service provided, or to be provided, to an individual that is also personal information;

b) It also includes other personal information collected in providing a health service to an individual as well as genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

c) Examples of health information in the school context include:

For pupils and families: medical history, immunisation records, accident reports, absentee notes, medical certificates, body and weight measurements, psychological information, information regarding physical or learning difficulties/disabilities, nutrition and dietary requirements, allergies and medical treatment, history of genetic or family disorders, information about family contained in medical reports.

For staff and contractors: information re medical condition affecting capacity at work, workers compensation claims, medical certificates

Ill-treatment

Is defined as conduct towards a child that is:

- unreasonable; and
- seriously inappropriate, improper, inhumane or cruel.

Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child; a pattern of hostile or degrading comments or behaviour towards a child; and using inappropriate forms of behaviour management towards a child.

Illicit Substances	Illicit drugs include illegal drugs (such as cannabis, opiates, and certain types of stimulants), pharmaceutical drugs (such as pain-killers and tranquillisers) when used for non-medical purposes, and other substances used inappropriately (such as inhalants).
Individual Health Care Plan	Individual Health Care Plans are developed in partnership between the school, parents, students and the relevant healthcare professional who can advise on a child's case. The aim is to ensure that schools know how to support the child effectively and to provide clarity about what needs to be done, when and by whom.
Intersex	Intersex is an umbrella term for people born with sex characteristics that do not fit medical norms for female or male bodies. Intersex traits – or atypical sex characteristics – include a wide range of hormonal, genetic and gonadal differences that may be diagnosed prenatally, at birth, at puberty, when trying to conceive, or through random chance.
Intimidation	Intentional behaviour to <u>frighten</u> or <u>threaten</u> someone, usually in <u>order</u> to <u>persuade</u> them to do something that you <u>want</u> them to do.
Investigator	A person who carries out a formal investigation or inquiry.
Key Contact	The Key Contact represents Korowal and liaises with the Investigator. They are appointed by the Chair of the Board and may be the Principal or the chair or other senior member of staff.
Korowal External Protected Disclosure Service	An external legal service established by Korowal to receive and manage all protected disclosures. KEPDS reports directly to the Chair of the Board.
KSB	Korowal School Board
Mandatory Reporter	Is a person who is defined under section 27(1) of the Children and Young Persons (Care and Protection) Act 1998 (NSW).
Mandatory Reporter Guide (MRG)	The MRG is a tool designed by the Department of Communities and Justice to assist mandatory reporters in NSW to determine whether a report to the Child Protection Helpline is needed for concerns about possible abuse or neglect of a child or young person; and identify alternative supports for vulnerable children, young people and their families.
Mean	Intentionally causing or engaging in behaviour which is received as unpleasant, disagreeable, hurtful, spiteful, malicious, cruel or lacking in kindness. <i>“Purposefully saving or doing something to hurt someone once (or maybe twice)”</i> (Whitson, 2012)

Members of the Korowal Community

Members of the community to whom this policy and procedure apply include current and former students of Korowal School, current and former parents, staff members and any other contractors, volunteers or other parties who have had a relationship with the Korowal School.

Neglect

Defined as a significant failure to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for a child that causes or is likely to cause harm - by a person who has care and/or has responsibility towards a child.

Neglect can be an ongoing situation of repeated failure by a caregiver to meet a child's physical or psychological needs, or a single significant incident where a caregiver fails to fulfill a duty or obligation, resulting in actual harm to a child where there is the potential for significant harm to a child. Examples of neglect include failing to protect a child from abuse and exposing a child to a harmful environment.

NESA

New South Wales Education Standards Authority

Non-Binary Gender

Gender identities that are not exclusively masculine or feminine.

Notification

The action of notifying someone or something.

Orientation

Refers to the process in which staff are inducted and introduced to the Accreditation or maintenance process.

Passive Smoke Inhalation

Exposure and inhalation of environmental tobacco smoke which is formed from the mixture of sidestream smoke (smoke emitted directly into the air from the smouldering cigarette) and mainstream smoke (the mixture inhaled by the smoker and exhaled after lung filtration).

Personal Information

Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

In other words, if the information or opinion identifies an individual or enables them to be identified it is personal information. It includes all personal information regardless of its source.

Examples of personal information provided or held in the school context include:

For pupils and families: Name, address, phone number, date of birth, emergency contact details, next of kin details, doctor's names (or other health professionals), school reports, assessments, health fund details, Medicare number, marital status, custody details, parents/caregiver occupation.

For staff, contractors, applicants: most of the above, TFN, company name and ABN, bank details, qualifications, education, superannuation details, working with children check clearance, employment history, professional development, salary details, correspondence regarding employment.

The handling of employees' personal information by a private sector employer is exempt from the Privacy Act if it is directly related to:

- the employee's current or former employment relationship
- an employee record relating to the employee.

Person involved in bullying behaviour

Any person involved in bullying behaviour.

Phobia (as in homophobia, transphobia and biphobia)

The fear, intolerance, and/or discrimination of people who identify as same-sex attracted (homophobia), transgender, gender diverse or gender nonconforming (transphobia), bisexual (biphobia). These phobias can be linked with hostility, verbal and physical abuse, prejudice or discrimination.

Physical abuse

A non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but it not limited to injuries which are caused by excessive disciplines, severe beatings, or shakings.

Injuries could include bruising lacerations or welts, burns, fractures or dislocation of joints.

Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punish a child (in a non trivial way) is a crime.

Prejudice

An unreasonable dislike of a particular group of people or things, or a preference for one group of people or things over another.

QuickBooks

The school's accounting software.

Racial Discrimination

When a person is treated less favourably than another person in a similar situation because of their race, colour, descent, national or ethnic origin or immigrant status.

Racial Vilification

Behaviour and conduct that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race.

Racism

Prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior.

Recipient or target

Any person hurt or affected by bullying behaviour

Records

Records include a document or an electronic or other device. A document includes anything on which there is writing, anything from sounds, writing or images can be reproduced, drawings or photographs. Anything which

is publicly available or kept in a library, gallery or museum for reference purposes is not a record which contains personal information.

Records	Information, whether it be electronic or in writing, that is retained for later reference.
Reportable allegation	Is an allegation that an employee has engaged in conduct that may be reportable conduct.
Reportable conviction	means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
Reporting	The provision of information to parents/carers about a student's learning against specified outcomes and standards.
Restorative Practices	Strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.
Risk	The effect of uncertainty on objectives often characterized by reference to potential events and consequences or a combination of these.
Risk Management	The co-ordinated activities to direct and control an organization with regard to risk.
Risk Management Framework	<p>Set of components that provide the foundations ⁽¹⁾ and organizational arrangements ⁽²⁾ for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization ⁽³⁾.</p> <p>(1) The foundations include the policy, objectives, mandate and commitment to manage risk.</p> <p>(2) The organizational arrangements include plans, relationships, accountabilities, resources, process and activities.</p> <p>(3) The risk management framework is embedded within the organisation's overall strategic and operational policies and practices.</p>
Risk Management Plan	Scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risks.
Risk Management Policy	Statement of the overall intentions and direction of an organization related to risk management.

Risk of Significant Harm	As defined by section 23 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).
Risks Analysed	Risk analysis is conducted to comprehend the nature of the risk and to determine the level of risk. This process (see risk assessment form attached) will provide input to the decision on whether risks need to be treated and the most appropriate and cost-effective risks treatment strategies. Risk analysis will involve consideration for the sources of the risk, positive and negative consequences and the likelihood that those consequences may occur.
Risks Evaluated	Risk evaluation will be conducted to compare the results of risk analysis with risk criteria to determine whether the risk and its magnitude are acceptable or tolerable. The outcome will be used to make decisions including establishing which risks need to be addressed and the priority in which those risks will be addressed.
Risks Identified	The risks to be managed will be identified.
Risks Treated	Risk treatment will identify the range of options for treating risk, assessing these options and the preparation and implementation of treatment plans. Note: Risk treatments that deal with negative consequences are sometimes referred to as 'risk mitigation', 'risk elimination', risk prevention', and 'risk reduction'.
Rude	Carelessly offending others through unpleasant, off-hand, tasteless and/or disrespectful words or behavior. <i>"Inadvertently saying or doing something that hurts someone else"</i> (Whitson, 2012).

Sensitive Information

- (a) information or an opinion about an individual's:
- (i) racial or ethnic origin
 - (ii) political opinions;
 - (iii) membership of a political association;
 - (iv) religious beliefs or affiliations;
 - (v) philosophical beliefs;
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual orientation or practices; or
 - (ix) criminal record;
- (b) It also includes health information about an individual and other genetic or biometric information (see below).

Examples of sensitive information held in the school context includes: For pupils and families: details of religion, language, nationality, country of birth, socio economic information, education and occupation. For staff and contractors; any of the above and criminal record check, membership of professional associations and unions, any child protection history.

Sexual misconduct

Conduct with, towards or in the presence of a child that is sexual in nature (but not a sexual offence). The Act provides the following (non-exhaustive) examples:

- descriptions of sexual acts without a legitimate reason to provide the descriptions;
- sexual comments, conversations or communications;
- comments to a child that express a desire to act in a sexual manner towards the child, or another child.

Note – crossing professional boundaries comes within the scope of the scheme to the extent that the alleged conduct meets the definition of sexual misconduct. That is, the conduct with, towards or in the presence of a child that is sexual in nature (but is not a sexual offence).

Sexual offence

An offence of a sexual nature under a law of the State, another State, a Territory, or the Commonwealth, committed against, with or in the presence of a child, such as:

- sexual touching of a child;
- a child grooming offence;
- production, dissemination or possession of child abuse material.

Definitions of 'grooming', within child protection legislation, are complex. Under the Crimes Act, grooming or procuring a child under the age of 16 years for unlawful sexual activity is classed as a sexual offence. The Crimes Act (s73) also extends the age of consent to 18 years when a child is in a 'special care' relationship. Under Schedule 1(2) of the WWC Act, grooming is recognised as a form of sexual misconduct. The Children's Guardian Act 2019 and this Child Protection Policy reflect these definitions within the context of the Reportable Conduct Scheme (Division 2).

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of sexual offence.

Shunning

Persistently avoiding, ignoring, or rejecting someone.

Significant harm

A child or young person is 'at risk of significant harm' if current concerns exist for the safety, welfare or wellbeing of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:

- The child's or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990, the parents or other caregivers have not arranged and are unable to arrange for the child or young person to receive an education in accordance with that Act;
- the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- the child or young person is living in a household where there have been incidents of domestic violence and as a consequence, the child or young person is at risk of serious physical or psychological harm.
- A parent or other caregiver has behaved in such a way towards the child or young person, that the child or young person has suffered or is at risk of suffering serious psychological harm,
- The child was the subject of a pre-natal report under section 25c of the Care and Protection Act and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

What is meant by 'significant' in the phrase 'to a significant extent', is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.

What is significant, is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or well-being

The significance can result from a single act or omission or an accumulation of these.

Sistergirls and Brotherboys

Terms used by some Aboriginal and Torres Strait Islander people to describe an Aboriginal or Torres Strait Islander person assigned male or female at birth and living partly or fully as the other gender. Use and spelling of the terms may vary across different groups and communities, and other cultures will use different terms to describe gender diversity.

Staff	This includes all employees, contractors or volunteers of Korowal.
Stakeholders	All school staff, volunteers, contracted staff, students, parents and carers.
Standards Referenced Assessment	The process of collecting and interpreting evidence of a student's learning against a set of pre-determined criteria.
Student	Any person enrolled to receive education services at the school whether above or below 18 years of age.
TAA	Teacher Accreditation Authority
Teacher	Refers to any person who is engaged by the school as a teacher at Korowal School and who must be accredited with NESAs.
Teacher-in-charge	The teacher nominated to organise an excursion and be responsible for its safe management.
Transgender (or Trans)	An umbrella term used to describe a person whose gender identity or gender expression is different from the sex assigned to them at birth. An example is a child who is assigned a male sex at birth but actually feels more comfortable living as a girl and identifies as female.
Wellbeing	A sustainable state of positive mood and attitude, resilience, and satisfaction with self, relationships and experiences at school.
Working With Children Check	The Working with Children Check is a requirement for anyone in paid or volunteer child-related work in NSW.
Young Person	Any person who is 16 or 17 years of age.