Wideview Out of School Hours Care

37 Wideview Rd
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Policy 30

Technology and Photo Policy

Policy Statement

Wideview Outside School Hours Care Service (WOOSHC) recognises that technology is a vital tool in education and care in the modern world. We encourage children to engage with technology and media not only to enhance learning and support social, physical, emotional, cognitive, language and creative development, but also for fun.

Technology is a powerful tool enabling instant communication between educators, when needed. However, we also recognise that technology can pose a risk of exposure to inappropriate material, photographs used inappropriately, distraction from other duties etc. At WOOSHC we take these risks seriously and seek to minimise these risks through appropriate usage and procedures. We will restrict the use of personal mobile phones or digital devices capable of taking images or videos while working directly with children in centre-based services for everyone's safety.

Links to Education and Care Services National Regulations and National Quality Standard

QUALITY AREA 1: Educational Program and Practice		
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
QUALITY AREA 2: Children's Health and Safety		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 4: Staffing Arrangements		
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: Relationships with children		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 6: Collaborative Partnerships		
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
160	Child enrolment records to be kept by approved provider and family day care educator
168(2)(ha	The safe use of digital technologies and online environments at the service
181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

Procedure

1. Staff Use of WOOSHC Devices:

1.1 All WOOSHC devices are to be used to support the management of the service and the children within our care. WOOSHC devices will be labelled with WOOSHC logo.

1.2 WOOSHC devices must not be used for personal reasons without prior consent from the management team on each occasion.

1.3 Devices, whether WOOSHC or personal, must not be used to access inappropriate materials.

1.4 WOOSHC devices must not be altered or changed in any way by anyone other than the management team. This includes changing passwords, configurations, system settings, typing/word shortcuts and other configurable options.

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1.5 Any photos taken using tablets or WOOSHC devices must be suitable for use in observations or for publicity and display. All photos should be deleted regularly.

1.6 Any breach of the above will lead to disciplinary action, up to and including instant dismissal.

1.7 The office computers are for use of staff only, apart from in special circumstances. It contains records of children's enrolment, and family details, and as such, at WOOSHC, we maintain vigilance in ensuring the security of this information. To ensure private information contained on the computers remains secure, there are separate accounts set up, with different levels of access.

1.8 Management have access to both computers. Staff can access records on the Assistant Manager's computer but do not have access to the Managers Computer.

1.9 In special circumstances, children may use the Assistant Manager's computer, under supervision of an educator.

1.10 All accounts should be logged out if the computer is to be left unattended.

1.11 WOOSHC do not currently use any optical surveillance devices at the service. If CCTV or other surveillance devices were to be considered, WOOSHC would consult with families and staff regarding the installation of any optical surveillance devices.

2. Children's Use of WOOSHC Devices:

2.1 Children may use the iPad's/ tablets, game consoles and television under supervision. Usage of these devices must be monitored and time limits pertaining to device usage must be maintained. These time limits (set out below) are in place to ensure children are also socially and physically active whilst in attendance at WOOSHC.

2.2 See the iPad/ tablets list for staff use and parent sign in/out tablets, these should not be given to children to use (unless permission is given) The other iPad/ tablets are available for child usage under supervision. These are password protected, and the children are not to be given passwords. If any unsafe websites are discovered during use, they will be reported to the eSafety commission, Educators will discuss safe online use with children when using devices.

2.3 Game Consoles (WII, XBOX and PlayStation) and Computers must be monitored and time limits of aproximately10 minutes per child maintained. Staff can utilise the timers to remind children of the times and for turn taking there will be no use of online gaming.

2.4 The television will be used at the discretion of the Responsible Person on duty, Programs depicting violence and/or inappropriate content will not be shown.TV programs or videos will only be shown that have positive messages and are child appropriate, ratings will be considered for children, considering ages of children viewing the program.

3. Staff usage of personal devices

3.1 Educators are ***NOT*** to have personal phones on their person during shifts. Personal phones should be left in the office during shifts.

3.2 Personal devices are ***NOT*** to be accessed during work hours, unless in an emergency, or with prior permission from the management team. Educators with declared medical conditions that require monitoring with a device will be allowed to have personal devices on their persons, Management reserve the right to check these devices to ensure no photos have been taken.

3.3 Use of personal devices to show children images, play music or take photographs is ***NOT*** permitted, this includes but not limited to smart phones, smart watches or devices that can take photos. Educators can access WOOSHC technology devices for these purposes.

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3.4 Active use of a personal device in service hours, or taking photos without permission of the management team, will result in disciplinary action, up to and including immediate dismissal.

3.5 Responsible Person's may be permitted personal phones on them with permission from the Approved provider for the purposes of emergency/contact during Vacation Care shifts.

3.6 Personal phones used will be checked by management (2-person check) to ensure any photos taken are appropriate and remain the property of WOOSHC and are sent to WOOSHC and removed from the device.

3.7 Responsible persons agree to these conditions or will not use personal phones during any Vacation Care / WOOSHC shift.

4. Child usage of personal devices

4.1 Children are ***NOT*** permitted phones or smart watches during WOOSHC sessions.

4.2 children may be permitted to bring gaming devices from home on set days allocated by management; prior notice will be given to families.

4.3 The service takes no responsibility for any device brought to the service; we cannot ensure that devices will not be lost, stolen, or broken.

4.4 Children will ***NOT*** be permitted to take photos on their personal devices and use will be supervised for intended technology purposes only.

4.5 Usage of devices on these days will be allowed and programmed for. Usage outside these times/days will not be permitted and will result in the device being confiscated and stored in the office and returned to the parents at collection.

4.6 These rules ensure children remain safe, as well as socially and physically active whilst in attendance at WOOSHC whilst balancing technology.

4.7 Children must have permission from the management team to use personal devices outside of these times. Access to the internet will not be allowed and usage restrictions will be determined by management, in consultation with parents/guardians.

5. Parents use of devices/ photo permission

5.1 Parents are ***NOT*** permitted to take photos on WOOSHC site, due to privacy and safety of all children, it cannot be guaranteed that other children are not in photos, if a parent or guardian wishes for a photo to be taken, they may approach the Team Leader on duty for permission to take the photo on a WOOSHC device, this photo may then be forwarded to them. Photos and videos of your child/children may be taken with permission from the Team Leader when doing activities or special events at WOOSHC where photos can be checked and parents asked to delete any photos that show other children in them.

5.2 No photos or videos will be shared without prior consent of all parties. As part of the enrolment process parents and guardians will be asked whether they authorise WOOSHC photos and videos of their children for use in the service and on our media/documenting platforms. Parents and guardians have the right to refuse and change their preference at any time via writing to the service.

Sources, further reading and useful websites

- Education and Care Services National Regulations
- *Fair Work Act*
- Guide to the National Quality Standard.
- Revised National Quality Standard. (2018).
- The Australian Council on Children and the Media for the Australian Research Alliance for Children and
- Youth. (2011). Television and young children: Quality, choice and the role of parents:

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Policy reviews information -

The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and maintain the highest standards of child safety and practice.

Review Date	Date completed	By Whom	Collaborated	Comment
Nov 2022	Nov 2022	Brandi (Manager)	Staff Committee Parents	*Reviewed to include CCTV information after consultation with Department of Education Compliance officer*
Nov 2023	23 Nov 23	Brandi (Manager)		
Nov 2024	28 Nov 24	Brandi (Manager)		
Nov 2025	Nov 25	Brandi (Manager)		
June 2026	June 26	Brandi (Manager)		
Nov 26	Nov 26	Brandi (Manager)		

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