

6.1 SAFE USE OF TECHNOLOGIES AND ONLINE ENVIRONMENTS

Policy Statement:

At Mackay Family Day Care Scheme, children's safety and wellbeing is paramount. All children attending our service are provided with a safe environment through the creation and maintenance of a child safe culture, and this extends to the safe use of digital technologies and online environments.

Background:

The Education and Care Services Regulations require approved providers to ensure their services have policies and procedures in place for the safe use of digital technologies and online environments and take reasonable steps to ensure those policies and procedures are followed.

Legislative Requirements:

Section/regulation	Description
Section 162A	Child protection training.
Section 165	Offence to inadequately supervise children.
Section 167	Offence relating to protection of children from harm and hazard.
Regulation 84	Awareness of child protection law.
Regulation 115	Premises designed to facilitate supervision.
Regulation 165	Record of visitors.
Regulation 168	Education and care service must have policies and procedures.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change to policies or procedures.
Regulation 175	Prescribed information to be notified to Regulatory Authority.
Regulation 176	Time to notify certain information to Regulatory Authority.

Who does this Policy apply to:

This policy applies to:

- scheme staff,
- educators and assistant educators,
- volunteers,
- adult and child occupants at the family day care residence,
- visitors to the family day care residence, including tradespeople,
- children, and parents of children being educated and cared for by the education and care service.

Procedure:

1. Children being educated and cared for at the family day care residence are not permitted to bring personal electronic devices into the care environment.
2. Visitors, volunteers and occupants are prohibited from using personal electronic devices to take photos, record audio or capture video of children being educated and cared for at the family day care residence.
3. Personal Electronic Devices include phones, tablets, cameras, smart watches and META sunglasses, or any other device that records images, video or audio.
4. Photos, audio and video of children being educated and cared for at the family day care residence, taken by educators, may be shared directly with parents of that child only. No other children may appear in the image/audio shared.
5. Photos or video containing images of more than one child and/or containing names of children or the service may only be uploaded by educators to software platforms specifically used for communication between educators and parents.
6. Prior to uploading images or names of children, educators must obtain informed and explicit consent of parents/guardians via the scheme Child Image/Media Consent Form.
7. Photos or video containing images of children being educated and cared for at the family day care residence must not be uploaded by educators or scheme staff to social media platforms such as Facebook.
8. Families must not share or reproduce in any way, photos, audio or video that contains images or audio of children other than their own child which has been uploaded to any platform by the family day care educator.
9. Educators must not use AI to manipulate photos or videos of children being educated and cared for at the family day care residence.
10. All photos, audio and video taken of children being educated and cared for at the family day care residence must be deleted from all devices within 7 days.
11. Educators may elect to, but are not required to install CCTV at their residence.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2025 August	2027 February			<ul style="list-style-type: none">• ACECQA Policy Guidelines: Safe use of Digital Technologies and Online Environments.• National Model Code – Taking images in early childhood education and care• Education and Care Services National Regulations December 2011 (Updated 1-9-25)