

Wesley Out of School Hours Care Policy

Safe use of digital technologies and online environments

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) is committed to providing children attending our service 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.

2. Scope

This policy applies to the staff, Educators, children, families and visitors of Wesley OOSH as required by the Regulations and Standards listed below.

National Quality Standard

QA1	1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
QA4	4.2.2	Professional standards guide practice, interactions and relationships

National Regulations (r)

r73	Educational program
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My Time, Our Place

LO5	Children are effective communicators
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3. Policy statement

In adopting the National Model Code, Wesley OOSH considers the purpose and use of electronic and digital devices across the service and communications clear expectations for educators, other staff and volunteers to ensure child safe practices are implemented for the use of electronic and digital devices while providing education and care.

Children's wellbeing is paramount, and children will be actively involved in decision-making about the safe use of digital technologies and online environments at the service, including taking, using and sharing an image or video of themselves on a digital device, whether by an adult or a child.

Wesley OOSH management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of child abuse or maltreatment, including abuse or maltreatment that may occur through digital technologies and online environments.

Devices including computers, mobile phones, smart watches and tablets

- Service-issued devices such as mobile phones, tablets and computers are to be used for work relevant to the operations and activities of the service. Examples of these activities include administration, research, programming, education and professional development. If a service device is used for educational purposes or to watch a video/movie, content will be relevant to an educational activity and suitable to the age of the children and only **'G'** or **'PG'** rated videos/movies are to be selected.
- Service-issues devices are to be securely stored or monitored during at all times to ensure they are not accessed by children, families, volunteers or any other person entering the service and used inappropriately.

- On occasion and when approved by the Responsible Person in day-to-day charge in consultation with the parent/guardian, a child may use the service tablet as a strategy to self-regulate their emotions. Internet usage will be closely monitored to ensure online sites are suitable to the age of the children.
- For all children who have a personal device such as a computer, mobile phone, smartwatch and/or tablet, these are to remain in the child's school bag unless it is being used as part of the educational program or for study purposes such as completing homework or a health need.
- Children using devices for the above purposes will be supervised at all times, particularly when accessing the online environment ensuring online sites are suitable to the age of the children.

For All Educators and staff

- Personal electronic devices, such as mobile phones, smart watches and/or tablets that can take images or videos, are not to be in the possession of any person while providing education and care and working directly with children, unless for authorised essential purposes such as emergencies, health or family needs.
- Educators can provide their immediately family or emergency contacts with the service phone number should they need to be reached during a shift.
- All personal electronic devices are to be securely stored away during each session of care.
- Educators can access their personal devices during breaks and after the completion of shift as long as they have left the premises.
- Educators are discouraged to befriend any children associated with the organisation on social media until the child is 18 years old, unless the child is related to the staff member.
- Educators must not access a social networking whilst providing education and care to children, using a service-issued device.
- Educators must not post information, photos or videos about the organisation, service, staff, children, families, visitors or any matters relating to the service/organisation on their personal social networking sites.
- Should an educator be found to be using their personal devices while providing education and care and working directly with children, the incident will be investigated, and an appropriate course of disciplinary action may be taken.

For Parents/Guardians, families and visitors

- Mobile phones or personal cameras are not permitted to be used to take photographs or videos at the service or during an excursion.
- Must not post confidential information about the organisation, service, staff, families or any matters relating to the service/organisation on a social media site.
- Must not use social media to harass or bully other families, children of staff. If you have an issue, refer to our Compliments and Complaints policy.
- Non-compliance with the above may jeopardise your child/ren's enrolment with the service.

4. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care staff shall adhere to this policy.

5. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.