

POLICY 56 SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS

Key Policy Contact Person: Manager, Our Village Family Childcare.

POLICY STATEMENT:

At Our Village Family Childcare (OVFC), we are committed to the safe, respectful, and responsible use of digital technologies and online environments across all Family Day Care (FDC) settings. As a child-safe organisation, we embed the National Principles for Child Safe Organisations and actively manage risks to prevent harm, ensuring children are protected in both physical and digital spaces.

We strive to provide high-quality FDC services in nurturing environments where children's wellbeing, safety, and development are prioritised. Recognising that digital technologies are an integral part of children's lives, we aim to support their safe and meaningful engagement with technology.

All OVFC educators are expected to:

- Demonstrate confidence and competence in their chosen digital device/s.
- Guide children in understanding and engaging with technology in safe, age-appropriate, and meaningful ways.
- Integrate technology and media only as an extension of the daily educational program, supporting each child's social, emotional, physical, cognitive, language, and creative development.

All use of technology within OVFC is governed by:

- The Child Safe Standards
- The Child Safe Code of Conduct
- Early Childhood Education and Care National Regulations
- Early Childhood Education and Care National Law
- Privacy Act 1988

CRITICAL INFORMATION:

All OVFC educators are expected to:

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- Guide children in understanding and engaging with technology in safe, age-appropriate, and meaningful ways.
- Integrate technology and media only as an extension of the daily educational program, supporting each child's social, emotional, physical, cognitive, language, and creative development.

OVFC adheres to the National Model Code Parts 1 and 4 and relevant guidelines regarding the use of images and videos of children. To protect the privacy and safety of children in care, OVFC will ensure

that all visitors, volunteers, and family members are informed that the use of personal electronic devices to take photos, record audio, or capture video is prohibited. This is done by:

- Ensuring appropriate signage.
- Notifications as well as signing and acknowledging declaration within the visitors record regarding the safe use of digital technology.
- The use of service issued devices only used by educators and the coordination unit when taking photos, record audio, or to capture video.

This restriction applies to all personal devices, including but not limited to mobile phones, tablets, digital cameras, smartwatches, META sunglasses, and any form of personal storage or file transfer media such as SD cards, USB drives, external hard drives, and cloud-based storage platforms.

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PURPOSE:

OVFC is committed to ensuring a safe and secure environment for everyone involved—including staff, educators, assistants, children, families, visitors, and contractors—both in physical settings and online. We strive to foster a positive digital safety culture that aligns with our service philosophy and complies with the Privacy Act 1988 and relevant legislation, helping protect all enrolled children, educators, and families.

SCOPE/RESPONSIBILITIES:

This policy applies to OVFC children, families, educators, coordination unit staff, nominated supervisors, students, volunteers, contractors and visitors of all OVFC services.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex, Queer, Asexual and other sexually or gender diverse (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Digital Technology	Refers to digital devices, systems and resources that help create, store, learn, play, and manage data. Examples of digital technologies include: - Computers - Smartphones - Smart TV's - iPads
Digital Media	Any content created, edited, stored, or accessed in digital form, through music encoding and decoding of data and that can include text, audio, video, and graphics.
Software Programs	A set of instructions or, a set of modules or procedures, that allow for a certain type of computer operation.

Personal Electronic Device	any device that can take images or videos, such as mobile phones, digital cameras, tablets, smart watches, and other new and emerging technologies, where those technologies have an image taking or video recording capability.
Service Issued Device	In a Family Day Care context: - A service issued device is a device that is only used for providing education and care (and not personal use); and - Is registered with the approved provider.
Artificial Intelligence (AI)	An engineered system that generates predictive outputs such as content, forecasts, recommendations, or decisions for a given set of human defined objectives or parameters without explicit programming.

PROCEDURES:

IMPLEMENTATION

OVFC integrates digital technology and electronic devices to support children's learning, document their development, communicate with families and the broader community, assist with program planning and administrative tasks, and improve safety and security through systems like our digital sign in /out platform Harmony Web. Other software may be used by the educator for program planning purposes only. All educators using a different software will need to seek approval from and sign an agreement with OVFC coordination unit to ensure all service policies and procedures and the Privacy Act 1998 is upheld.

Educators take great care to ensure that children only access technology and content that is appropriate for their age and developmental stage.

Technology and media items will only be used as an extension to the daily program assisting in the development of social, physical, emotional, cognitive, language and creative potential of each child. Quality TV programs and digital technologies can be helpful in learning and retelling stories about our culture, help to celebrate diversity and assist in providing an inclusive and equitable educational program.

TELEVISION & DVD'S

OVFC educators and staff may incorporate television programs, including content accessed through streaming platforms such as FOXTEL, Netflix, and STAN, as part of the educational program. The use of such media is guided by the following principles:

- **Educational Value:** Only programs with clear educational content that support and enhance children's learning—such as music programs or documentaries—are selected.
- **Pre-Approval:** All content must be previewed by the educator in advance to ensure it is age-appropriate, relevant to the curriculum, and aligned with learning objectives.
- **Content Rating:** All television programs and DVDs must carry a 'G' (General) classification.

- **Interactive Learning:** Viewing is treated as a learning experience. Educators actively engage children by encouraging questions, discussions, and emotional expression to help them understand and reflect on the content.
- **Extended Learning:** Media experiences are followed up with related activities and learning opportunities to reinforce and expand on the concepts introduced.

DIGITAL TECHNOLOGY AND ELECTRONIC DEVICES USED AT THE SERVICE

(laptops, computers, mobile phones, cameras, and iPads)

OVFC adheres to the National Model Code Parts 1 and 4 and relevant guidelines regarding the use of images and videos of children. To protect the privacy and safety of children in care, OVFC will ensure that along with staff and educators all visitors, volunteers, and family members are informed that the use of personal electronic devices to take photos, record audio, or capture video is prohibited. This is done by:

- Ensuring appropriate signage.
- Notifications as well as signing and acknowledging declaration within the visitors record regarding the safe use of digital technology.
- The use of service issued devices only used by educators and the coordination unit when taking photos, record audio, or to capture video.

This restriction applies to all personal devices, including but not limited to mobile phones, tablets, digital cameras, smartwatches, META sunglasses, and any form of personal storage or file transfer media such as SD cards, USB drives, external hard drives, and cloud-based storage platforms.

All service issued devices are formally registered with OVFC that contains the following information:

- Identifiable information specific to the device (i.e. a serial number)
- Confirmation the educator has signed an agreement on use of personal and service issued devices.
- The device meets standardised security standards.
- The service retains the right to audit the device as needed.

Educators may use their personal electronic devices for approved operational purposes, including signing children in and out of care via the Harmony OVFC third-party software, communicating with families through calls or written messages, and responding to emergency situations.

Children's use of electronic devices

Children enrolled in OVFC are not permitted to bring personal electronic devices to the FDC residence or approved venue. Exceptions may be considered only if the device is required to support a diagnosed medical condition or disability and must be discussed and approved in advance by the coordination unit.

If a child does bring an electronic device without prior approval, the device will be turned off and securely stored in an area that is inaccessible to children during care hours.

Images and videos

OVFC is responsible for determining who is permitted to capture, use, store, and dispose of images and videos of children. All visual media must be stored securely, with password protection, and access restricted to authorised personnel only.

Images and videos must be taken and used strictly in line with the OVFC service policies. Educators and the coordination unit are expected to carefully consider the purpose, context, and appropriateness of capturing visual content. This includes ensuring informed consent has been obtained and that the use of images supports children's learning, wellbeing, and right to privacy.

Access to images and videos of children will be restricted to OVFC Coordination Unit staff, nominated supervisors, educators, and the individual parents or carers of the children depicted.

Regular discussions between educators and the coordination unit will help ensure that all media use is intentional, respectful, and aligned with the service's values and educational goals.

Inappropriate Images or Videos

Coordination unit staff and educators will refrain from taking inappropriate Images or videos of children. Images or videos are considered inappropriate if they do not relate to the child's involvement in activities provided by the approved service. This includes, but is not limited to, content showing a child:

- In clothing that is unsuitable, such as underwear, partially or fully undressed, or with private areas exposed.
- In poses that may be interpreted as sexualised.
- Experiencing emotional distress, anxiety, or displaying signs of dysregulation

OVFC coordination unit staff will regularly review how digital data, including images and videos of children, is stored. Back-ups of all digital data, whether offline or online (such as cloud-based service), will be performed each month. Educators and family will only correspond via our third-party software Harmony Web to share any digital images/videos of children via each child's portfolio or the message function or other approved Program Planning Platforms using a service issued device only. Educators will not use their personal electronic device for taking images or recording videos and communicating with families and carers. Digital data stored by the approved provider will be destroyed in accordance with *Policy No 08. Governance & management of FDC Service Including Confidentiality & Retention of Records*.

Use of Hardcopy Photographs in Child Portfolios

With the permission of the parent/guardian and using a service issued device only, educators are authorised to take and print photographs of children strictly for educational purposes. These photographs may be used for:

- Display within the educator's Family Day Care residence or venue.

- Inclusion in individual child portfolios to document and showcase each child's learning journey.

All printed photographs used for display or portfolio purposes are securely stored and monitored within the educator's residence or Family Day Care venue to ensure child safety.

Access to child portfolios is limited to:

- The coordination unit,
- The nominated supervisor,
- The child's parent/guardian.

Portfolios containing photographs of a child's learning journey may be shared with the child's parent/guardian. All practices related to the creation, storage, and sharing of portfolios must comply with the service's Governance and Management of Family Day Care Service Including Confidentiality and Retention of Records Policy and Procedure.

PHYSICAL ENVIRONMENT AND ACTIVE SUPERVISION

The Coordination Unit, nominated supervisors and educators will ensure:

- **Active Supervision:** Children must be supervised at all times and never left unattended when using internet-connected devices. Educators will provide a safe and supportive environment, encouraging children to seek help if they encounter anything online that makes them feel uncomfortable, scared, or upset.
- **Safe Environment Design:** Regular reflection on the physical layout of the FDC residence or approved venue is conducted with the coordination unit to ensure it supports safe technology use. This includes:
 - Identify potential risks and changes in room setups that may create supervision blind spots.
 - Ensuring devices are only used in open, visible areas where educators can monitor children's activity.
 - Only permit children to use devices in open areas where FDC educators can monitor children's use.
- **Awareness of Online Risks:** Educators remain vigilant about high-risk online behaviours, such as sharing personal information or images, accessing inappropriate content (intentionally or accidentally), making in-app purchases, or interacting with unsafe individuals.
- **Ensure visitors and volunteers are supervised at all times.**
- **Device Security:** All digital devices used within the service must be password protected, with access restricted to educators only.
- **Use During Transport and Excursions:** When digital devices are used during transportation or excursions, they must be used in accordance with this policy and related procedures to ensure children's safety and privacy.

SOFTWARE PROGRAMS AND APPS

All apps used by educators and children are carefully chosen, regularly reviewed, and kept updated with the latest system upgrades. To protect everyone's privacy, access to these apps and programs is secured with passwords. Each person must have their own login and keep their password private.

OVFC ensures that any software requiring extra checks—like CCS software—is only used by authorised staff and educators who have completed the necessary background screening, following Family Assistance Law.

Educators use secure third-party educational software approved by the OVFC coordination unit to share updates with families, including observations, photos, videos, daily reports, and learning portfolios, all within a private platform.

ARTIFICIAL INTELLIGENCE (AI) INTERACTIONS AND GUIDELINES

Educators and coordinators who use AI tools need to understand that these tools have limitations, can pose privacy risks, and may sometimes provide incorrect information. While AI can be helpful for tasks like documentation, it is important not to treat it as a completely reliable source. Educators and coordinators are responsible for checking that the information is accurate and relevant to their specific context.

When using AI, they should only input original content and must carefully review and confirm any information the AI provides. Privacy must always be a priority—personal details that could identify a child, such as names or birthdates, should never be entered into AI systems.

CONFIDENTIAL AND PRIVACY GUIDELINES

Policy No. 08 – Governance & Management of FDC Service Including Confidentiality & Retention of Records applies to all digital tools and online platforms used within OVFC. Everyone involved—including coordinators, educators, families, and visitors—must manage any digital content, such as images or information about children and families, in line with the Privacy Act 1988 and service procedures to protect confidentiality and ensure children’s safety and wellbeing.

If there is any risk to the security of sensitive data, OVFC nominated supervisor must be informed as soon as possible. Our service follows the Safe Use of Digital Technologies and Online Environments Procedure to safeguard personal and sensitive information.

If a data breach occurs—such as a lost or stolen device containing personal details, a hacked database, or information being shared with the wrong person—OVFC will report it to the Office of the Australian Information Commissioner (OAIC) using the Notifiable Data Breach Form. This applies to any breach, whether it happens within the service or during an excursion.

This may include:

- A device containing personal information about children and/or families is lost or stolen (parent names and phone numbers, dates of birth, allergies, parent phone numbers)
- A data base with personal information about children and/or families is hacked.
- Personal information about a child is mistakenly given to the wrong person (portfolios, child developmental report)
- This applies to any possible breach within the OVFC Service or if the device is left behind whilst on an excursion.

All OVFC educators and assistants must understand their mandatory reporting responsibilities and report any concerns about child safety, including inappropriate use of digital technology, to OVFC or nominated supervisor.

IDENTIFICATION AND REPORTING OF ONLINE ABUSE AND SAFETY CONCERNS

OVFC is dedicated to safeguarding children when engaging with digital technologies and online platforms. To uphold this commitment, OVFC, nominated supervisors, and coordinators will implement the following measures:

- **Mandatory Reporting Awareness**
Ensure that all coordinators, educators, educator assistants, students, and volunteers are fully informed of their mandatory reporting responsibilities. Any concerns regarding child safety—including inappropriate or unsafe use of digital technology—must be promptly reported to OVFC or nominated supervisor, in accordance with all OVFC Child Protection related policies and procedures.
- **Support for Educators and Assistants**
Provide guidance and support to educators and assistants to:
 - Encourage children to seek help if they encounter distressing or inappropriate online content.
 - Respond sensitively and appropriately to any disclosures made by children regarding unsafe online interactions, following the Child Protection Policy, Behaviour Guidance: Bullying Policy, and established reporting protocols.
 - Report any breaches or incidents involving the misuse of digital devices or online services to management without delay.
- **Documentation and Response**
Ensure all concerns are thoroughly documented and addressed in a timely and appropriate manner, with necessary support extended to the child and their family.
- **Reporting to Authorities**
Report any suspected instances of online abuse to the relevant authorities, including the eSafety Commissioner and Police, in compliance with legal obligations and child protection procedures.
- **Regulatory Notification**
Notify the regulatory authority via NQAITS within 24 hours of any serious incident involving a child, including unsafe online interactions, exposure to inappropriate content, or suspected online abuse.

USE OF CLOSED-CIRCUIT TELEVISION (CCTV) MONITORING (Not applicable to all FDC Service residences and approved FDC venues)

Some OVFC FDC services use surveillance technologies such as Closed-Circuit Television (CCTV) systems within FDC residences and approved venues. This information is kept on the Use of Service Issued Devices Register for each individual educator in the service.

Some OVFC FDC services may use baby monitors to monitor children while they sleep. These do not replace any physical safe sleep checks. Monitors with wi-Fi and Bluetooth access to the monitor the is restricted through a password-protected system to ensure security and prevent unauthorised viewing. Families are informed the FDC service residence or approved venue uses CTV as a surveillance method during enrolment and orientation to the FDC services.

Camera Use and locations

A sign will be placed at the entrance of the FDC service to advise families and visitors about the surveillance and what the CCTV comprises of. Including:

- Number of fixed position cameras
- Monitors
- Digital Hard Drive recorder
- Public Information Sign
- Camera Locations E.G Entrance and exits, playroom etc.

Surveillance in private areas such as sleep rooms, bathrooms, and nappy change areas is prohibited, even with parental consent.

Use of CCTV Systems

CCTV recording systems operate in real mode, monitoring the site. Footage and information collected via the recording system will be governed by *Australian Privacy Principles*. And all relevant staff and FDC educators within the OVFC will be kept up to date with requirements under the Australia's privacy laws. All CCTV footage is kept in a secure location at the FDC residence, footage is deleted after 14–30 days. Any recorded footage will be destroyed or de identified when it is no longer needed for the purpose it was collected.

Access to CCTV footage as the FDC residence is strictly controlled and protected by secure, password-protected systems. Only authorised personnel are permitted to access the footage, in accordance with privacy laws and service policies and procedures. OVFC is responsible for determining who is authorised to access the CCTV footage. CCTV footage will not be accessible to external parties (other educators or families) without appropriate authorisations. Any requests to view the CCTV footage will be managed in accordance with the Australian Law.

Access to the recording will only be disclosed to:

- Ombudsman in Victoria to assist with investigations on 'child protection' (e.g. risk of harm, abuse, neglect, and ill treatment)
- To a member or officer of a law enforcement agency E.G. Police for he of assisting with investigations
- OVFC, nominated supervisor on duty to investigate situations that may have occurred.

Written parental consent is obtained at enrolment to acknowledged CCTV systems in use. Any serious data breaches involving CCTV footage are reported to the Office of the Australian Information Commissioner (OAIC) and affected individuals.

COORDINATION UNIT RESPONSIBILTIES

- Obligations under the *Education and Care Services National Regulations and National Law* are met.
- FDC educators, educator assistants, staff, students, visitors and volunteers have knowledge of

and adhere to this policy and procedure.

- New FDC educators, educator assistants, students and volunteers are provided with a copy of this policy and procedure as part of their induction and orientation – including how and where the policy can be accessed.
- All families are aware of this policy and procedure and are advised on how and where the policy and procedure can be accessed.
- Promote and support a child safe environment, ensuring adherences to the Child Protection and Child Safe environment policies and procedures.
- National Principles for Child Safe Organisations are embedded into our organisational structure and operations for the Victorian Child Safe Standards.
- An electronic device register has been developed and is monitored for all service issued devices used at the FDC services residence or approved FDC venue.
- The coordination unit, FDC educators, educator assistants, family members, volunteers and students are aware of the National model Code and Guidelines and adhered to for taking and storing images and or videos of children including:
 - Personal electronic devices or personal storage devices, that can take images or videos, are not used by FDC educators, educator assistants, family members, staff, visitors or volunteers when working directly with children.
 - FDC educators only use electronic devices issued by the FDC Service for taking images or videos of children enrolled at the FDC Service Sunbury and Cobaw Community Health provide the OVFC coordination unit with service issued devices such as mobile phones and laptops. The coordination unit only uses mobile devices such as mobile phones and laptops to take photographs or videos of the children as well as documentation, resources, and research for the educators.
- Support educators in using play -based activities to help young children to understand digital technologies by supplying Educator guidance and activities from organisations such as but not limited to “Playing IT Safe” (Appendix 1)
- Provide educators with up-to-date information to engage in regular opportunities for ongoing, formal and informal professional learning
- Families, children, and FDC educator receive *Policy No 18 – Dealing with complaint, grievance and feedback* upon enrolment to be able to raise concerns surrounding digital technologies.
- Written authorisation is requested from families to take, use, store and destroy digital documentation including images and videos of children.
- Images or videos of children are not taken, used, or stored without prior parent/guardian authorisation.
- Written authorisation is obtained from parents/guardians for children to use electronic devices (See: *Cyber Safety Authorisation*)
- Written authorisation is obtained from parents/guardians to collect and share personal information, images, or videos of their children online (website, Facebook, Instagram, Harmony, or other approved online communication app)

- Families are informed to withdraw authorisation; a written request is required. Parents/guardians are informed of how the FDC service will take, use, store and destroy images and videos of children enrolled at the FDC service during enrolment and orientation.
- OVFC regularly reviews the storage of images and videos to ensure compliance with data management practices. All digital images and videos are deleted within 14 to 30 days after fulfilling their intended purpose.
- All images and videos are deleted or destroyed and removed from storage devices in accordance with the Record Keeping and Retention Policy
- OVFC remains informed of privacy legislation through monitoring of updated from relevant government authorities such as the Office of the Australian Information Commissioner (OAIC)
- Risk assessments for digital technology and online environments are reviewed annually or as soon as possible after becoming aware of any circumstances that may affect the safety, health, or wellbeing of children.
- Practices, policies, and procedures are reviewed following an identification of risks following the review of risk assessments relating to the use of digital technologies and online environments.
- All staff, FDC educators, educator assistants, family members, families and children are informed of updates to policies, procedures or legislation relating to digital technologies and online environments
- Educators are informed of, and adhere to recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines:
 - Children birth to one year should not spend any time in front of a screen.
 - Children 2 to 5 years of age should be limited to less than one hour per day.
- Children 5-12 years of age should limit screen time for entertainment to no more than 2 hours a day.
- OVFC shares information to families about recommended screen time limits based on *Australia's Physical Activity and Sedentary Behaviour Guidelines*.

EDUCATOR RESPONSIBILITIES:

- Educators will set up login details and passwords for all digital media used in the provision of their FDC business. Login details and passwords will not be shared with other parties.
- Participate in practical training related to digital safety, privacy protection, and responsible use of technology.
- Promote and contribute to a culture of child safety and wellbeing in all aspects of our FDC service's operations, including when accessing digital technologies and online learning environments.
- Not use any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the FDC service.
- Ask permission before taking photos of children on any device and explain to children how photos of them will be used and where they may be published.
- Ensure children's personal information where children can be identified such as name, address, age, date of birth etc. is not shared online.

- Ensure that screen time is NOT used as a reward or to manage challenging behaviours under any circumstances.
- Introduce concepts to children about online safety at age-appropriate levels.
- Understand the critical importance of implementing active supervision strategies when children are accessing online environments to keep children safe
- Educators will store electronic records and personal information relating to children and families in line with OVFC's Governance & Management of the FDC service Including Confidentiality of Records.
- Educators will discourage families from allowing their children to bring their own personal devices.
- The Educator and/or service accepts no responsibility for the loss or damage of any personal device brought to the educator's home.
- Educators must preview any software to be viewed by the children to determine its suitability and relevance to the children's curriculum and learning.
- Consider the developmental levels of children when using technology for early learning.
- Support children's natural curiosity for technology and build on children's learning through this, using screens for education and movement and gross motor activity.
- Use technology to build on current projects, document children's learning and include discussions and activities promoting respectful relationships with their peers.
- Model appropriate screen behaviours, teach and remind children about online safety and self-regulation to the children E.G asking permission before they take a photo.
- Ensure that an appropriate balance between inactive and active time is maintained each day.
- Discuss and document within the parent/educator agreement upon enrolment the use and expectations and use of digital technologies and screen time within the program.
- Ensure screen time frames are capped to no more than 2 hours of screen time per day.

All images and videos of children are stored and shared as per written consent given by parent/guardian upon enrolment on Harmony or other authorised program planning platforms and updated as required.

FAMILY RESPONSIBILITIES REGARDING DIGITAL TECHNOLOGY USE

Families are expected to follow the *Policy 56 Safe Use of Digital Technologies and Online Environments* and its related procedures.

- Personal electronic devices—including mobile phones, smart watches, and wearable technology such as META sunglasses—must not be used to photograph, record, or film children while they are being educated and cared for at the FDC service.
- Families should understand that photos, videos, or observations may occasionally include other children. In these instances, families must not copy, share, or upload such content to social media or any online platform. These materials are to be kept private and shared only with immediate family members.

EXPECTATIONS FOR VISITORS, STUDENTS, VOLUNTEERS, AND FAMILY MEMBERS

- All visitors, students, volunteers, and family members must follow the *Policy 56 Safe Use of Digital Technologies and Online Environments* and its related procedures while at the FDC service.
- Personal devices—including mobile phones, smart watches, and wearable technology like META sunglasses—must not be used to take photos, record audio, or film children during care.
- Any concerns regarding child safety, including inappropriate use of digital technology, must be reported immediately to OVFC or nominated supervisor.
- Visitors, students and volunteers are required to sign in and out using the “Record of Visitors to Service” register upon arrival and departure. By signing the register, students and volunteers acknowledge and agree to the statement of declaration regarding the safe and appropriate use of digital technology and the use of personal devices within the care environment.
- If a visitor is supporting a child and wishes to take photos or videos for observation or documentation purposes, they must first obtain written permission from the child’s parent/guardian.

BREACH OF POLICY

OVFC staff or FDC educators who fail to adhere to this policy may be in breach of their service agreement and may face disciplinary action. Visitors or volunteers who fail to comply to this policy may face termination of their engagement. Family members who do not comply with this policy may place their child’s enrolment at risk and limit the family members access to the FDC service.

SUPPORT AGENCIES

- [Headspace](#)
- [Kids Helpline](#)
- [eSafety commissioner](#)
- [Parentline](#)

APPENDICES:

- [Playing IT Safe Activity and Educator resources](#)
- Data breach response flowchart
- Data Breach Incident reporting form
- National Model Code

REFERENCES:

- Department of Health - <https://www.health.gov.au/health-topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians>
- Education and Care national Regulations (current version September 1, 2025)
- [Play IT Safe Activity and Educator resource](#)
- [Child Safe Practice: For the Use of Personal Devices in Family Day Care - Service Guidance Note](#)
- [Child Safe Practice: For the Use of Personal Devices in Family Day Care - Educator Resource](#)

- [ACECQA – National Model for early Childhood Education and Care](#)
- [Australian Government Office of the eSafety Commission](#)
- [Australian Privacy Principles guidelines | OAIC](#)
- [eSafety Early Years Program Checklist](#)
- [eSafety early Years program for Educators](#)
- [eSmart Alannah & Madeline Foundation](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

Educational Program Policy

- Governance and Management of the FDC Service Including confidentiality of Records – 8
- Provision of information, Assistance, and training to FDC Educators - 34
- Code of Conduct – 40
- Dealing with complaints – 18
- Monitoring, Support and Supervision of FDC Educators – 21
- Child Safe Code of Conduct
- SCCH Cyber Incident Response Plan Policy and Procedure
- SCCH Incident prevention and reporting Policy and Procedure
- SCCH Privacy and consent policy and procedure

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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