E-6   Safe use of digital technologies and online environments

NQS

QA. 1.1.1	Approved learning framework.
QA. 1.2	Practice.
QA.2.1.1	Wellbeing and comfort.
QA.2.2.1	Supervision.
QA. 4.1.1	Organisation of educators.
QA. 4.2.2	Professional standards
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Law & Regulations

Sec. 162A	Child protection training
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
Reg. 73	Educational Programs
Reg. 74	Documenting of child assessments or evaluations for delivery of educational program
Reg. 75	Information about educational program to be kept available
Reg. 76	Information about educational program to be given to parents
Reg. 84	Awareness of child protection law
Reg. 115	Premises designed to facilitate supervision
Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios – centre-based services
Reg. 123(1)(d)	For children over preschool age, 1 educator to 15 children
Reg.165	Record of visitors
Reg. 166	Children not to be alone with visitors
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedur4es to be kept available
Reg.172	Notification of change to policies or procedures
Reg. 175	Prescribed information to be notifies to Regulatory Authority
Reg. 176	Time to notify certain information to Regulatory Authority

My Time, Our Place

LO. 1	Children and young people feel safe, secure and supported
LO. 3	Children and young people become strong in their social, emotional and mental wellbeing
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety

LO. 4	Children and young people develop a range of learning and thinking skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating

Child Safe Standards

Standard 1	Child safety is embedded in organizational leadership, governance and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved
Standard 10	Policies and procedures document how the organisation is child safe

Policy Statement

We aim to develop and implement a program that is stimulating, interesting and exciting, whilst also allowing opportunities for children to experience times of relaxation and leisure. The Nominated Supervisor will ensure that all technology is used appropriately, and child safe standards are followed. All movies, television programs, digital technologies and online environments are suitable for the children's developmental level and are rated G or PG.

Related Policies

- CONCORD OSHC Policy A-3: Philosophy
- CONCORD OSHC Policy A-11: Maintenance of Records
- CONCORD OSHC Policy A-14: Complaints
- CONCORD OSHC Policy D-23: Child Management
- CONCORD OSHC Policy D-30: Supervision
- CONCORD OSHC Policy D-42: Child Safe
- CONCORD OSHC Policy E-2: Written Programs

RESPONSIBILITIES

Approved provider

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met

- Ensure that the Safe use of digital technologies and online environments policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children's health and safety
- Promote a culture of child safety and wellbeing that underpins all aspects of the service's operations (including online learning environments), to reduce risk to children (including the risk of abuse)
- Ensure the safe use of digital technologies, including smart toys, and online environments at the service
- Ensure Nominated Supervisors, educators and staff implement practices that align with the National Model Code and the service's child safe practices for the use of electronic and digital devices for taking images or videos of children
- Ensure policies and procedures promote equity and respect diversity for the safety and wellbeing of children and young people
- Take reasonable steps to ensure that Nominated Supervisors, educators and staff follow the Safe use of digital technologies and online environments policy and procedures
- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors, coordinators, educators, staff, families, and are available for inspection
- Notify families at least 14 days before changing the policy or procedures if the changes will:
    - Affect the fees charged or the way they are collected or
    - Significantly impact the service's education and care of children or
    - It significantly impacts the family's ability to utilise the service.

Nominated Supervisor

- Implement the Safe use of digital technologies and online environments policy and procedures and ensure that any plans developed from risk assessments are in place for individual children and are carried out
- Ensure staff understand how to actively supervise children while using digital technologies
- Meeting staff to child ratios to ensure adequate supervision
- Ensure all educators and staff know where to access the Safe use of digital technologies and online environments policy and procedures
- Having ongoing communication with educators and staff about their responsibilities and any changes to policies procedures and legislation, particularly as digital technologies evolve quickly
- Support educators and staff to uphold the service's culture of child safety and wellbeing, including when accessing digital technologies and online learning environments
- Support educators and staff to understand the National Model Code and manage the use of electronic and digital devices at the service, including the service's expectations around the use of personal and service issued devices
- Wen required, work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in the program, including their safe access online learning environments.

Educators

- Implement the Safe use of digital technologies and online environments policy and procedures and ensure that any action plans for individual children are carried out
- Implement the service's culture of child safety and wellbeing, including when accessing digital technologies and online learning environments
- Know the individual needs and action plans for the children in your care, and understand how they relate to the safe use of digital technologies and online environments
- Ensure active supervision of children when they are using digital technologies, including by monitoring and maintaining staff to child ratios
- Recognise and respond effectively to children and young people when discussing the use of digital technologies and online environments, considering diverse needs and interests
- Ensure children and young people participate in decision-making in matters affecting them regarding the safe use of digital technologies and online environments at the service
- Ensure you understand the National Model Code and the service's expectations around the use of personal and service issued devices while at the service, and seek guidance when needed from the nominated supervisor or approved provider

Procedure

Various mediums of technology will be used at the Centre when appropriate. This includes computers, televisions, apps and other hand-held devices. Only movies, television programs and video games with a G or PG rating will be viewed.

The use of digital technology and online environments should be planned as part of a balanced program of activities, which reflects the philosophy of the Centre. They could highlight a particular activity or interest in the program. They should not be a daily activity in the Centre and each child's participation time will be limited. Where programmed, such activities will be displayed for children and families to view (as per Regulation 75).

The program will be recorded in the program folder on google drive and clearly displayed upon entrance to the Centre for all Educators, parents, and children to see (see Policy E-2: Written Programs).

Educators should attempt to preview the content/platform prior to showing it to the children. In cases where this is not possible, the Nominated Supervisor will ensure the media has been checked for suitability using the online tool from the Australian Council on Children and the Media (http://childrenandmedia.org.au/)
Children will be closely monitored when using technology or online environments.
Screen time will be limited to ensure a balance within the program.

Video games, hand-held devices or other electronic equipment will not be allowed to be brought to CONCORD OSHC.
Only service-owned devices are to be used that are secured with updated software and security settings. The device will only use approved apps and programs.

Personal devices such as smartphones, smartwatches and any device that is capable of capturing images are not to be used in children's environments unless absolutely necessary and approved by the Nominated Supervisor

Written permission for capturing or sharing any digital media involving their children and to view movies at CONCORD OSHC must be given by parents upon Enrolment at the Centre via the Enrolment Permissions Form.

All digital content, such as videos and photos, are to be stored securely with limited access to authorised staff only
The personal information of families, children and staff are deemed confidential and must not be shared on digital platforms.
Person accounts such as email, social media or other non-work-related websites are not to be accessed during work hours.

All records must be kept for three years from the last day the child attended the service.
Records relating to an incident, illness, injury or trauma suffered by a child must be kept safely and securely until the child is 25 years of age. A record relating to the death of a child while being cared for by the service or may have occurred as a result of an incident must be kept until seven years after the death.

Educators will be provided with ongoing training on best practices for digital safety. They will show children how to use the digital platforms in a safe manner, including thinking before clicking.

Service approved platforms are only used when accessing or sharing digital information
Allow explicit content settings are turned off on all devices

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard (NQS)
- Education and Care Services National Law Act (2010) Section 168
- My Time, Our Place: A Framework for School Aged Care in Australia
- esafety.gov.au
- ACECQA – National Model Code for Early Childhood

Endorsed: 24/09/2025
Review date: 24/09/2027