| POLICY/PROCEDURE NAME & REVIEW PROCESS | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY**<br>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.<br>We welcome feedback and input from all stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review. |
|---|---|
| NATIONAL QUALITY STANDARD | **QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY**<br>**2.2 Safety**<br>2.2.1 – Supervision<br>2.2.2 – Incident and Emergency Management<br>2.2.3 – Child protection |
| NATIONAL LAW AND REGULATIONS | 84-Awareness of child protection law<br>115-Premises designed to facilitate supervision<br>122-Educators must be working directly with children to be included in ratios<br>123-Educator to child ratios – centre-based services<br>168- Education and care service must have policies and procedure<br>170-Policies and procedures to be followed<br>171-Policies and procedures to be kept available<br>172- Notification of change to policies or procedures<br>Section 162A- Child protection training<br>Section 165- Offence to inadequately supervise children.<br>Section 167 -Offence relating to protection of children from harm and hazards |
| RELATED POLICIES AND RECORDS | ▪ Child Safety and Wellbeing Policy (state specific)<br>▪ Child Protection Policy (state specific)<br>▪ National Model Code Policy<br>▪ Technology user agreement record<br>▪ Technology log record. |
| SCOPE OF POLICY | This policy applies to all children, educators, families, management, students, and volunteers at our service. |
| AIM OF POLICY | To ensure that our service has strong guidelines, procedures, and practices in place regarding digital technology and its use, in alignment with **Child Safe Standards**, to protect the safety, wellbeing, and rights of all children. We will ensure employees are aware of the importance of safe technology use in order to protect the safety, wellbeing, and protection of all children. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders. |
| SERVICE IMPLEMENTATION | **Implementation**<br>Computers, tablets, smartphones, apps, and other digital tools are a part of our everyday lives. When used appropriately, technology can help children explore their world, express, and make sense of what they know, and interact with other children.<br>Technology tools can also assist families as they support their children's at-home learning.<br>We recognise that technology is a valuable tool for learning, communication, and connection when used appropriately. However, it also presents risks, including online grooming, exposure to harmful content, privacy breaches, and cyberbullying.<br>**We are committed to:**<br>▪ Preventing and responding to online abuse and exploitation.<br>▪ Protecting children's privacy and personal information.<br>▪ Supervising all technology use and ensuring it is linked to curriculum outcomes.<br>▪ Limiting screen time to developmentally appropriate levels.<br>▪ Using only age-appropriate, ad-free, and approved content.<br>**Advantages of Technology**<br>▪ **Enhances socialisation and freedom of expression** -Technology allows children to connect with their family, friends, and others in ways that enrich their relationships, especially when using video chat and other real-time interactions. |

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | Policy Version | V.8 |
|---|---|---|---|
| Owner | Fishbowl Pty Ltd | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |

Service Support Within Reach | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice

Page | 1

- **Independence and empowerment**- Technology can be a tool for learning as it can enhance children to become independent learners much quicker. Once they learn how to access digital information sources safely, they're able to explore the topics that interest them on their own. Early access to technology teaches the digital literacy skills that children will need for their future success in school and as adults.
- **Problem solving skills and perseverance**- Technology often presents children with problems, and helps them learn how to make decisions and solve those problems. Games and apps on tablets or smartphones can help give children the practice they need to find success down the road.
- **Enhances Learning** -Many technology products promote hand-eye coordination in young children, while others focus on developing their language and problem-solving skills. Imaginative play and emerging creativity are a key part of a under 5-year-olds development. Contrary to popular belief, screen time doesn't have to stifle creativity. In fact, it can, if used appropriately actually enhance this age group's imaginative play.

**Disadvantages of Technology**

- Increased sedentary time that can lead to overweight or obesity.
- Impact on ability to focus and concentrate on tasks.
- Exposure to violence that has been shown to be related to increased bullying in school age years.
- Marketing of unhealthy foods and beverages.
- Difficulty in distinguishing between pretend and real life.
- Exposure to adult situations they may have difficulty processing or understanding.
- Replacing creative play, which is so critical for growth and development of social and cognitive skills.
- Problems with sleep.
- Even having the television as background noise can expose children unknowingly to situations, they find confusing or frightening, especially without an opportunity to talk to a caring adult.

**Appropriate Use of Technology**

Technology will only be used to support learning, communication with families, or service administration.

**Service-Supplied Devices**

**Provision of Devices**

The Approved Provider may issue a form of device referred to as a **service-supplied device** to an employee for the sole purpose of supporting the delivery of education and care to children within the service.

**Configuration and Safety Requirements**

When providing a Service-Supplied Device, the Approved Provider must ensure the device is configured in accordance with all service policies such as *child safety and wellbeing policy*, *national model code policy* and *child protection policy* state specific and procedures relating to child safety, cybersecurity, and secure use of devices.

**Record-Keeping Requirements**

When a Service-Supplied Device is issued, the Approved Provider must:

Ensure that all employees sign the relevant documents *technology user agreement record* and *technology log record.*

The technology log record and technology user agreement record will include the following details:

The date the device was issued.

- The type of device supplied.
- The make, model, and serial number (where available).
- A declaration confirming that the device has been configured in alignment with the service's child safety and device security policies and procedures.
- The name and signature of the Approved Provider (or authorised delegate) issuing the device.
- If the device is later revoked or returned, the date of revocation and the name and signature of the Approved Provider (or authorised delegate) authorising its revocation and all records of device issue and any subsequent revocation will be stored at the service premises for a minimum of three (3) years from the date the record was created.

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | Policy Version | V.8 |
| --- | --- | --- | --- | --- |
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Service Support Within Reach | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice

Page | 2

### Storage and Deletion of Images

- Approved provider and/or nominated supervisor will implement regular deletion of all non-required images of children from all service devices.
- They will check that electronic devices are cleared at least monthly.
- At the end of each year all electronic devices will be cleared and any images previously stored that are no longer required will be deleted.
- Any images required to be kept will be stored on a service approved hard drive/ or cloud based secure storage system that is password protected and on a computer that is not accessed by general staff, preferably on the approved provider/ nominated supervisor desktop/ laptop. Approved provider/nominated supervisor will be responsible for uploading images to this approved storage system.

### Exceptions – When a Personal Device May Be Permitted

An employee may possess or have control of their own personal device only in the following circumstances:

- When participating in an excursion or regular outing with children, and the device is reasonably required to support the safety, supervision, or provision of education and care to the children.
- When children are being transported by the service, or on transportation arranged by the service, and the device is reasonably required to support the safety, supervision, or provision of education and care to the children.
- When the Approved Provider has not provided written authorisation under Direction 10, and a reasonable person would consider the possession or use of the device necessary for one or more of the following reasons:
  - To support the relevant person's disability or health needs.
  - To enable essential communication with a family member.
  - To ensure children's safety or the provision of education and care in circumstances where a service-supplied device is not functioning.
  - To respond to or manage an emergency.
  - To meet work health and safety obligations.

### Employees will adhere to the following:

- Under 2 years: No screen time permitted.
- 2–5 years: Screen time limited to 1 hour per day, supervised, and linked to educational purposes.
- Technology will never be used as a substitute for active engagement or to occupy children while staff perform other tasks.
- Work in partnership with families to promote safe technology use in the service and at home.
- Ensure that online content is **G-rated**, ad-free, culturally respectful, and inclusive.
- No online communication between children and unknown persons.
- All internet use must be supervised by an educator.
- No personal staff devices (phones, smart watches, USBs, laptops) to be used for capturing images or videos of children.
- Service devices will be password-protected, stored securely, and logged in/out via the *technology log record.*
- Children's personal information, images, and recordings will only be shared with written parental consent and in line with the *enrolment record* .

### Non-Employees
### Use of Personal Technology for Service Auditing and Reporting

In some instances, external operations managers and consultants who are hired by the service for extra auditing purposes may need to use their own work allocated devices, such as Ipad, iPhone, laptop to capture images within the service for auditing, compliance monitoring, social media support and quality improvement purposes.

In alignment with the *National Model Code Policy* , all images must exclude children, protect personal information, and be handled in accordance with strict data-security, confidentiality and privacy requirements. After completing auditing  activities, the user must immediately show the

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | Policy Version | V.8 |
|---|---|---|---|---|
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| **Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | |

Page | 3

images to the Nominated Supervisor to ensure there are no children in photos and delete any images that the Nominated Supervisor advises you to delete.

- Use of personal technology must be advised to and pre-approved by the Approved Provider or Nominated Supervisor.
- The scope and purpose must be clearly defined before commencing.
- If children are inadvertently captured, images must be immediately deleted.
- Images of children's artwork, documentation, or belongings must not identify individual children.
- Employees must not be identifiable without their consent.
- Families must be notified when auditing activities involving photography are occurring.

Within **24 hours** of completing the audit, the consultant/operations manager must:

- Permanently delete all images from the personal device, including from "recently deleted" folders, cloud backups, and any automatic backup services.

**Incident Response**

- Any suspected online grooming, cyberbullying, or exposure to inappropriate content will be treated as a child protection concern.
- Employees must follow the procedures outlined in the state specific Child Protection Policy and report incidents to:
  - Nominated Supervisor (immediately)

**Software systems in service**

**XPLOR**

**Use of Xplor to support Compliance**

Xplor, take child safety and the responsible use of technology very seriously. Their platforms, including Playground, are built with a strong focus on data protection, secure access, and compliance with industry standards to support safe digital environments for children and educators. They have developed a security policy which encompasses the following:

- **Section 3: Data Protection** - Details how Xplor manage sensitive data, including encryption at rest and in transit, data classification, access control lists, and secure disposal practices.
- **Section 6: Access Control Management** - Explains how Xplor manage user access through role-based permissions and enforce multi-factor authentication (MFA) for all externally exposed applications and administrative access.
- **Section 14: Security Awareness and Skills Training** – Xplor has stringent training programs for staff, including education on data handling, social engineering awareness, and secure use of technology — all of which contribute to a culture of safety and responsibility.
- **Section 16: Application Security** - Outlines secure development practices, including secure coding standards, vulnerability management, and the use of vetted third-party software components to ensure the integrity of our platforms.
- **Section 20: Cloud Platform Security** - Covers how Xplor secure their cloud infrastructure, including MFA, secrets management, disaster recovery, and Web Application Firewalls to protect against common threats.

**Technology and STEM learning:**

*STEM' stands for Science, Technology, Engineering and Mathematics. Under the National STEM School Education Strategy 2016-2026, STEM education refers collectively to the teaching of the disciplines within its umbrella – science, technology, engineering, and mathematics – and also to a cross-disciplinary approach to teaching that increases childrens interest in STEM related fields and improves childrens problem solving and critical analysis skills. STEM sits within a broader foundational knowledge base, and the teaching of STEM is a part, albeit important, of a balanced program of learning.*

*(Department of Education Australia)*

- STEM learning focuses on teaching the next generation the skills and knowledge they need for the future. It's more important than ever that we equip children today with the necessary skills needed for the future. Technology in early childhood education can assist in STEM learning and prepare children for the challenges of the future.

**Ways to enhance learning through Technology**

- **Interactive Screens and SMART Boards**- This type of technology appeals to children who are visual learners, as well as those that need the hands-on approach in order to learn. The boards

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | | Policy Version | V.8 |
|---|---|---|---|---|---|
| Owner | Fishbowl Pty Ltd | | | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |
| Service Support Within Reach | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | | |

Page | 4

are also connected to the internet, meaning the educators can extend on the children's interests and find out more about a topic, or quickly find a video or song that would help their lesson. They're also helpful for children as they can use their hands and fingers in a much more natural way, compared to trying to use a mouse or track pad on a computer, which children can find quite challenging.

- **Hand-held devices- iPad-** Educators may use an iPad for some small group work or to introduce educational games. For example, it could be a matching game, a maths game, or a literacy game that two children could work on together under the watchful eye of an educator.
- **ELLA language program-** ELLA stands for Early Learning Languages Australia. It is an Australian Government initiative to inspire pre-school age children to learn a new language and explore different cultures. The program itself is digital and because it's designed for children completely play-based. It's completely free for services to use and comes with a choice of 13 languages including Mandarin, French, German, Indonesian, Italian, Japanese and Vietnamese. https://www.ella.edu.au/
- **Additional needs**- Educators working with young children who have additional needs are discovering that carefully selected computer software and mobile apps can provide many benefits such as improved self-esteem, a longer attention span, and inclusion among other children. Specially selected apps can allow children with additional needs to be able to enhance and assist them with communication delays by teaching speech and language skills or literally communicating for them. Apps can assist children with ADHD to follow tasks and stay focused. Apps can assist children with autism to reinforce their emotional regulation, relationship understanding, and communication skills. They support and provide the tools they need to integrate and develop relationships with others.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**The Approved Provider**

- Will ensure the *safe use of Digital Technology and Online Environments Policy* and procedures are implemented, that relevant risk assessments and action plans are completed, and that all identified measures are carried out to minimise risks to children's health, safety, and wellbeing.
- Will  ensure that the service has clear policies and procedures prohibiting the use or possession of personal devices by employees and relevant persons while they are working directly with children. They must support the Nominated Supervisor in implementing, monitoring, and enforcing these requirements.
- Will ensure that employees have access to this policy and receive training around the correct use of technology.
- Will oversee compliance with legislation, regulation and Child Safe Standards.
- Will ensure that educators at the service are issued with electronic devices for the sole use of recording documentation for programming, and or taking images or videos of children for the purpose of documenting children's progress and involvement within the program only.
- Will ensure that staff sign service assigned electronic devices out and in from a locked area within the service on the *technology log record* daily and ensure they are returned at the end of each day.
- Will ensure that nominated supervisor monitors electronic devices on a regular basis to ensure that staff are not breaching the policy.
- Will advise all stakeholders of the use of camera surveillance in the service and will adhere to the procedure and guidelines outlined in our *camera surveillance policy* and in accordance with the Privacy Act 1988 (Privacy Act) and comply with the Australian Privacy Principles.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.

| Policy Name | SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY | | Policy Version | V.8 |
|---|---|---|---|---|
| Owner | Fishbowl Pty Ltd | | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |
| **Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | |

Page | 5

- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**
- Will ensure that they monitor electronic devices on a regular basis to ensure that staff are not breaching the policy.
- Will take all reasonable steps to ensure that any employee or visitor who is working directly with children does not have a personal device in their possession or under their control during periods of direct work with children. They will conducting regular visual checks and floor walks. They will provide reminders and guidance during team meetings, handovers, and inductions
- Must take all reasonable steps to ensure that any relevant person who is working directly with children does not have a personal device in their possession or under their control while performing their duties.
- Will advise all stakeholders of the use of camera surveillance in the service and will adhere to the procedure and guidelines outlined in our *camera surveillance policy* and in accordance with the Privacy Act 1988 (Privacy Act) and comply with the Australian Privacy Principles.
- Will ensure educators understand and keep in mind age-appropriate usage of technology.
- Will ensure that technology for under 2-year old's is banned from the service. No child under two will be exposed to technology or screen time in the service.
- Will ensure that over 2-year old's and up to 5 years of age should be limited to one hour per day.
- Will ensure educators use technology for research and extension of the curriculum, technology will not be used as a means to entertain children whilst educators perform other activities.
- Will ensure children will only view G rated materials online.
- Will approve all apps, websites and online tools prior to use, and that any approved downloaded apps do not include advertising.
- Will ensure parents/guardians are communicated to regarding the use of technology through the program and online communication.
- Will ensure that educators do not view restricted material at any stage when children are present.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

**Educators**

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | Policy Version | V.8 |
|---|---|---|---|---|
| Owner | Fishbowl Pty Ltd | | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |
| **Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | |

Page | 6

- Will respect technology equipment at all times and complete a ***technology user agreement record*** and a ***technology log record.***
- Will ensure they keep their passwords safe and secure.
- Will ensure they do not use service technology for personal usage.
- Will ensure that any new apps or programs installed on service technology must be approved by the Nominated Supervisor first before installing them.
- Will always log out of technology when not in use to ensure no access to technology for children if left unattended.
- Will actively supervise all children when using technology and not allow them to search the web unattended.
- Will ensure that technology for under 2-year old's is not allowed as per policy. No child under two will be exposed to technology or screen time in the service.
- Will ensure that over 2-year old's and up to 5 years of age should be limited to one hour per day.
- Will ensure technology is used specifically for research and extension of the curriculum, technology will not be used as a means to entertain children whilst educators perform other activities.
- Will ensure children will only view G rated materials online.
- Will not view any restricted material at any stage in the rooms and especially if children are present.
- Will ensure they empower children to use the internet safely by mutually exploring safe sites and explaining why they are safe.
- Will not bring in their own electronic devices to the service for the purpose of taking images or videos this includes iPad, laptops, digital cameras, iPhone, smart watches, and any other form of recording device not listed here.
- Will ensure their own electronic equipment such as iPhone/ USB sticks must be kept in designated lockers areas away from children's rooms and may only be accessed in breaks throughout the day. If staff are waiting for urgent calls etc approved provider/ nominated supervisor will allow calls to be made to the service.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

**Families**
- On ***enrolment record*** families must complete the section asking whether they allow permission for employees to take photos for the purpose of posting on social media, training and education purposes, within programming day stories or in group photos or displays in the service, on the services website. There will be a section available to choose no photos at all or choose which photos you allow.
- Should monitor children's online activities, includes checking that websites are appropriate for a child's use and keeping an eye on the screen.
- Should communicate with educators in the child's room if they have any concerns regarding the use of technology in the service and if unsatisfied speak to the Nominated Supervisor.

| REGULATION IMPLEMENTATION | The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy. |
|---|---|

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | Policy Version | V.8 |
|---|---|---|---|---|
| Owner | Fishbowl Pty Ltd | | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |

Service Support Within Reach  Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice

Page | 7

| In regard to regulation 84- awareness of Child Protection law | **Approved Provider will** |
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| | ▪ Ensure that nominated supervisor and all educators and staff at the service are aware of the current child protection law in the provider's jurisdiction and understand their obligations under that law. |
| | ▪ Ensure they are committed to ensuring that nominated supervisor and staff follow all state and territory government procedures to protect children within the service. |
| | ▪ Ensure that nominated supervisor and staff are aware of their commitment to child protection, their mandatory obligation and ensure there are clear procedures in place for reporting suspected child abuse as per the *child protection policy.* |
| | ▪ Ensure nominated supervisor and staff keep up to date and comply with any relevant changes in legislation and practices in relation to this policy. |
| | ▪ Ensure practices are in place to ensure that all educators, staff, volunteers, and students to hold a current Working with Children Check prior to commencement of employment and it is checked according to state regulations. |
| | ▪ Ensure the Nominated supervisor will update child protection annually. |
| | ▪ Ensure that no volunteers/students, parents/guardians, and other visitors to the service are left alone with individual children or groups of children. |
| | ▪ Ensure when the service has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on the service premises. |
| | ▪ Ensure nominated supervisor, educators, staff, volunteers, and students undertake appropriate training and education on child protection, including recognising the signs and symptoms of child abuse know how to respond, and understand processes for reporting and managing concerns/incidents. |
| | ▪ Ensure the nominated supervisor understands their obligation of reporting any suspected harm or abuse of a child to the regulatory authority. |
| | ▪ Ensure that the child safe environment 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. |
| | ▪ Ensure all educators and staff have undertaken current child protection legislation training, including on mandatory reporting requirements and obligations in their state/territory. If not, develop a plan to ensure training is undertaken in a suitable timeframe and updated annually. |
| In regard to regulation 115-Premises designed to facilitate supervision | **Approved Provider will** |
| | ▪ Ensure thorough recruitment and induction of all staff is completed and active supervision is discussed at induction. |
| | ▪ Ensure educators are aware of the role and the complete understanding of active supervision and their obligation to uphold it. |
| | ▪ Ensure that staff meetings regularly discuss the importance of active supervision and advise educators and staff of the importance of scanning the environment, listening for cues such as heightened voices or silence. |
| | ▪ Provide or assist nominated supervisor with the supply of supervision plans and ensure they are available throughout the outdoor area in order to direct staff to provide safety to any restricted or high incident areas. |
| | ▪ **Nominated supervisor** monitors and supports educators to facilitate active supervision through role modelling and guidance. |
| | ▪ Ensure that educators are supported with ongoing training and development if identified support is required. |
| | ▪ Staff will actively supervise all children when the child is involved in online activities and will adhere to and be aware of related risk assessments. |
| In regard to regulation 122-Educators must be working directly with children to be included in ratios and regulation | **Approved Provider will** |
| | ▪ Ensure that staff are working directly with children in order to meet regulatory requirement. |
| | ▪ The nominated supervisor will roster according to the ratio for each age group based on the numbers of attendance to ensure compliance. |
| | ▪ Staff are provided with educator to child ratio information and are provided with *educator to child ratio records* to record numbers and ensure they are meeting regulation at all times. |

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | Policy Version | V.8 |
| --- | --- | --- | --- | --- |
| Owner | Fishbowl Pty Ltd | | | |
| Policy published | June 2019 | Last review date | August 2025 | Next review date | May 2026 |

**Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice

Page | 8

| | |
|---|---|
| **123-Educator to child ratios** | ▪ **Nominated supervisor** will ensure that all staff are fully aware of educator to child ratios by monitoring rooms and playgrounds throughout the day checking that children are adequately supervised and that *educator to child ratio records* are completed and maintained at all times.<br>▪ Ensure rostering is checked and adjusted accordingly throughout the day due to changes in ratios and or changes in staffing, due to absences or extra children enrolled. |
| **In regard to regulation 168- Education and care service must have policies and procedures.** | **Approved Provider will**<br>▪ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.<br>▪ Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders.<br>▪ Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.<br>▪ Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.<br>▪ Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.<br>▪ Notify families at least 14 days before changing the policy or procedures if the changes will:<br>    ▪ Affect the fees charged or the way they are collected or<br>    ▪ Significantly impact the service's education and care of children or<br>    ▪ Significantly impact the family's ability to utilise the service.<br>▪ Ensure policies and procedures regarding regulatory requirements are in place at the service.<br>▪ Ensure that a suitable nominated supervisor is in place and will monitor practices relating to all policies in the service.<br>▪ Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.<br>▪ Ensure all stakeholders are involved in the review.<br>▪ Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined. |
| **In regard to regulation 170- Policies and procedures to be followed.** | **Approved Provider will**<br>▪ Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.<br>▪ Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.<br>▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.<br>▪ Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input. |
| **In regard to Regulation 171- Policies and procedures to be kept available.** | **Approved Provider will**<br>▪ Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.<br>▪ Ensure policies will be available on request for all staff members to have access when required.<br>▪ Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.<br>▪ Ensure policies will be available for all stakeholders when requested and when updating. |
| **In regard to Regulation 172- Notification of change to policies or procedures** | **Approved Provider will**<br>▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.<br>▪ Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. |

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | | Policy Version | V.8 |
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| **Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | | |

Page | 9

| | |
|---|---|
| | <ul><li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li><li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li><li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li><li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li></ul> |
| **LAW IMPLEMENTATION** | The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy. |
| **In regard to Section 162A - Child protection training.** | **Approved Provider will**<br>Ensure that each of the following persons have completed the child protection training required by Law.<ul><li>Every nominated supervisor for the service.</li><li>Every placed person in day-to-day charge of the service.</li><li>Staff schedule will be monitored monthly to ensure that this law is upheld at all times.</li><li>All employees receive thorough induction that explains Child Protection procedures for the service.</li></ul> |
| **In regard to Section 165- Offence to inadequately supervise children.** | **Approved provider and Nominated supervisor.**<ul><li>**Approved Provider** will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: $11 400, in the case of an individual. $57 400, in any other case.</li><li>**Nominated supervisor** will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: $11 400.</li></ul>**Approved provider and Nominated supervisor must ensure the following:**<ul><li>Educator to child ratios is kept at all times considering the proficiency of staff, ability of staff to respond in a crisis and read cues of children playing.</li><li>Rostering is crucial in ensuring that there is a balance of competent staff to guide and support less competent staff.</li><li>Staff are actively involved with children knowing where children are at all times and how many children are in their care.</li><li>Approved provider or nominated supervisor will observe staff abilities to adapt their levels of supervision based on the age of the children in their care.</li><li>Approved provider and or nominated supervisor will regular walk throughs of the service and monitor all activities throughout the service. They will complete audits, camera surveillance and active supervision role modelling.</li><li>Staff will alert other members of staff if they need to leave the room for any reason and approved provider and nominated supervisor will be responsible for monitoring this process.</li><li>Will ensure staff are actively supervising all children when using technology and not allow them to search the web unattended.</li></ul> |
| **In regard to Section 167- Offence relating to protection of children from harm and hazards.** | **Approved Provider and Nominated Supervisor**<ul><li>**Approved Provider** must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: $11 400, in the case of an individual, $57 400, in any other case.</li><li>**Nominated supervisor** must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: $11 400.</li></ul>All methods of precaution must be implemented in the form of safety checks and or recorded and monitored by approved provider or nominated supervisor. Such as the following:<ul><li>Daily safety checks of the environment and equipment and regular checking that the checks are being completed.</li></ul> |

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| **Service Support Within Reach** | Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice | | | | |

Page | 10

| | |
|---|---|
| | ▪ Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours.<br>▪ Risk assessments for all areas of the service including for child safe environments, safe use of digital and online environments.<br>▪ The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk but to challenge children's play and environments.<br>▪ All Staff will be given a rigorous recruitment process and a thorough induction process will be provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. |
| **CONTINUOUS IMPROVEMENT** | We are dedicated to the ongoing improvement of our practices and procedures through the following actions:<br>▪ Conducting regular reviews and updates of this policy with all stakeholders.<br>▪ Actively seeking feedback from children, families, and staff members.<br>▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed. |
| **IN THE EVENT of a BREACH of POLICY and/or PROCEDURE** | ▪ All employees are required to comply with this policy and all associated procedures.<br>▪ Any alleged breach of a policy or procedure will be documented and further investigated by management.<br>▪ If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination.<br>▪ Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination.<br>▪ All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement. |
| **KEY TERMS** | ▪ **Digital Technology-** Electronic tools, systems, devices, and resources that generate, store, or process data, and are used to access, create, communicate, or share information.<br>▪ **Online Environment-** The digital spaces, platforms, applications, and services accessed via the internet or networked systems, where information is created, shared, stored, or communicated.<br>▪ **Technology-**. There are many different types of technology -mechanical technology, medical technology, communications technology, electronic technology, and industrial and manufacturing technologies. The word "technology" brings to mind various devices, such as laptops, Smart watches, smart phones computers, and tablets. |
| **WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES** | ▪ Australian Children's Education & Care Quality Authority. ACEQCA<br>▪ ACECQA – NQF Online Safety Guide<br>▪ ACECQA – National Model Code – Taking images in early childhood education and care<br>▪ ACECQA – Children's rights in their digital footprint<br>▪ Code of Ethics<br>▪ Department of Education Australian Government<br>▪ Education and Care Services National Law Act 2010.<br>▪ Education and Care Services National Regulations.<br>▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.<br>▪ Guide to the National Quality Framework.<br>▪ https://bestappsforkids.com/best-apps-for-special-needs-kids/<br>▪ https://www.education.gov.au/australian-curriculum/national-stem-education-resources-toolkit/introductory-material-what-stem<br>▪ https://www.ella.edu.au/<br>▪ National Quality Standard.<br>▪ United Nations Convention on the Rights of the Child |

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Page | 11

| Policy Name | **SAFE USE of DIGITAL TECHNOLOGY and ONLINE ENVIRONMENTS POLICY** | | | Policy Version | V.8 |
| --- | --- | --- | --- | --- | --- |
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Page | 12