

# YMCA Geelong Policy –Use of Electronic Devices in Early Education and Care Policy (Previously known as use of electronic devices in Children’s Services Policy)

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 115-O	11/09/2025	14/03/2017 07/03/2019 08/09/2025	APPROVED

## 1. USE OF ELECTRONIC DEVICES IN EARLY EDUCATION AND CARE POLICY (Taking images or video of children while providing early childhood education and care)

### 2. INTRODUCTION

This Policy addresses the Y’s child safe practices for the use of service and personal electronic and digital devices in early childhood education and care settings (ECEC) and aims to:

- Provide guidelines for YMCA staff wanting to incorporate TV, video, film games and electronic devices into YMCA OSHC and Vacation Care Services programming.
- Ensure that YMCA educators, staff and volunteers are aware of their responsibilities in regards to maintaining appropriate use of photography, videography, TV, video, film, games and electronic devices within YMCA services.
- Ensure that YMCA staff understand proper use of service and personal electronic devices.
- Ensure that children and families are clear on the expectations and guidelines around use of service and personal electronic devices.
- Ensure the taking, use, storage and destruction of images and videos of children being educated and cared for by the service.
- Obtaining authorisation from parents to take, use and store images and videos of children being educated and cared for by the service.
  - The use of any optical surveillance device at the service (e.g. closed-circuit television).
  - The use of any digital device issued by the service.
  - The use of digital devices by children being educated and cared for by the service.
- Ensure that staff and families are aware of their requirement to speak up and notify the Y if there are any breaches of the policy or procedures occurs in a Y service.

### 3. POLICY STATEMENT

It’s important to keep children safe when using digital technologies and online environments as part of the educational program. Children have the right to quality education and care in a safe environment, including when using digital technologies and online.

At the Y, safeguarding children and young people (child safety) is our highest priority we want all children and young people to Feel Safe and Be Safe at the Y, in their homes and in our community, this means we do not tolerate any types of harm or abuse. We offer safe spaces for Children and Young People to enjoy being themselves and committed to amplifying the voices of children and young people.

At the Y we recognise the use of electronic devices is an increasing reality in the world we live, work and play and this Policy and Procedures address our proactive approach to keeping children and young people safe in our care and how, when and why electronic devices can be used in our early Education and Care settings.

- 3.1 All children attending our service are provided with a safe environment through the creation and maintenance of a child safe culture, and this extends to the safe use of digital technologies and online environments
- 3.2 Children’s wellbeing is paramount and children will be actively involved in decision-making about the safe use of digital technologies and online environments at the service, including taking, using and sharing an image or video of them on a digital device, whether by an adult or a child
- 3.3 Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of child abuse or maltreatment, including abuse or maltreatment that may occur through digital technologies and online environments
- 3.4 Approved providers, nominated supervisors, educators, volunteers and students, take reasonable precautions and use adequate supervision to ensure children are protected from harm that may occur through digital technologies and online environments
- 3.5 Procedures to effectively manage incidents and disclosures are in place and regularly rehearsed
- 3.6 In **adopting the National Model Code**, our service considers the purpose and use of electronic and digital devices across the service and communicates clear expectations for educators, other staff and volunteers, to ensure child safe practices are implemented for the use of electronic and digital devices while providing early childhood education and care.

#### 4. BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending education and care services and aligns with the National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code)

#### 5. LEGISLATIVE REQUIREMENTS

Section 162A	Child protection training Section
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards
Regulation 82	Tobacco, drug, and alcohol-free environment
Regulation 84	Awareness of child protection law
Regulation 115	Premises designed to facilitate supervision
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 145	Staff record Regulation

Regulation 165	Record of visitors Regulation
Regulation 166	Children not to be alone with visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175 (d)(e)	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to Regulatory Authority

Victorian Child Safe Standard 9	
Child Safe Standard 9.1	Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
Child Safe Standard 9.2	The online environment is used in accordance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy (Child Safe Environment Policy) and practices Y Geelong Code of Conduct and Safeguarding Children and Young People Policy, Child Safety and Wellbeing Policy, Child Safe Environment Policy identify how the Y will keep children safe: <ul style="list-style-type: none"> <li>• in physical and online environments</li> <li>• in higher-risk activities</li> <li>• including staff using electronic devices for taking, sending and storing images or videos of children while they attend the service (Child Safe Standards 9.2, 9.3).</li> </ul>
Child Safe Standard 9.3	Risk management plans consider risks posed by organisational setting, activities and the physical environment Risk assessments that identify risks of child abuse and harm: in both physical and online environments connected with the organisation, and from the use of electronic devices for taking, sending and storing images or videos of children while they attend the service (Child Safe Standards 9.1, 9.3). list the actions the organisation will take to prevent or reduce each of the risks of child abuse and harm address the use of electronic devices for taking, sending and storing images or videos of children while they attend the service (Child Safe Standard 9.3).
Victorian Child Safe Standard 11	
Child Safe Standard 11.1	Policies and procedures address all Child Safe Standards (11.1)
Child Safe Standard 11.2	Policies and procedures are documented and easy to understand (11.2)
Child Safe Standard 11.3	Best practice models and stakeholder consultation inform the development of policies and procedures (11.3)

Child Safe Standard 11.4	Leaders champion and model compliance with policies and procedures (11.4)
Child Safe Standard 11.5	Staff and volunteers understand and implement policies and procedures (11.5)

## 6. PROCEDURES

### 6.1 USE OF ELECTRONIC DEVICES SAFELY:

#### Y people will:

- **Only service/ business-issued electronic devices** should be used when taking images or videos of children while providing education and care this includes for observations, recording or report purposes or in the delivery of an education and care program such as film making. The appropriate use of service-issued electronic devices for taking, sending and storing images or videos of children is outlined below.

- Staff are not permitted to share photos/ video of any children in the serviced to personal email accounts, portable storage devices, USB devices or cloud storage systems. The Y will ensure that the devices are clearly identified with branding that reflects YMCA device is safe to be used in the service.

There are limited number of authorised electronic devices (including laptops, iPads & service phones). These are used to perform routine checks (such as monitoring the UV rating, head counts, parent contact, sign in /out procedures, photography for evidence and incident reporting) and to capture images for the educational program. All devices must be secured at the end of each day and remain at the premises.

#### Public Use of Images

- The Y from time to time may engage a professional/ non-professional photographer to capture images or videos featuring children at the service. These images may also be used on public platforms, including social media, websites and email communications. Consent for the use of the public Images will be sort at the time of enrolment and the parents have the right to request at any time during the child's enrolment to change the consent.
- Parents will be informed in advance If there are specific events that Images will be taken for the publishing purposes, parents will be provided with the opportunity to update their enrolment consent for their child's image will be updated.
- Occasions when a professional photographer may be engaged include:
  - for special events –service-based special events
  - for public content –to use in social media, on the website

#### Special Events

- Co-ordinators are responsible for determining whether photographs or videos can be appropriately captured at special events. They are also responsible for informing parents in advance if there will be images captured and where those images will be used.
- Co-ordinators will consider the context of the event and communicate this decision in advance to families. No images or videos captured by families at a special event are permitted to be published on social media, websites or other online platforms.

## 6.2 USE OF PERSONAL ELECTRONIC DEVICES

- Personal electronic devices **that have the capacity to take images or videos** (such as but not limited to tablets, phones, digital cameras, and smart watches) and personal storage devices and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the **possession of any person** while providing education and care and working directly with children.
- Staff are not permitted to carry personal electronic devices or personal storage media devices while children are in their care at the service.
- Staff must store personal electronic devices or personal storage media devices in their individual, secure locker at the beginning of each shift.
- Staff are permitted to access their personal electronic devices during their breaks without children present (for example, when in the staff room or outside the facility).

### **When can Personal Devices be used:**

Personal devices can be accessible for Educators and other staff:

- When they are not working with children; and
- Not providing education or care.  
Examples include:  
While taking a scheduled break from work, such as lunch or tea break  
During planning time  
During administrative activities  
When accessing data reports at a time when staff would not be providing Education and care and working directly with children.
- Staff should inform their families and friends, and their children's schools or child care providers, of the service's contact details for personal emergencies.

## 6.3 SUPERVISION OF EDUCATORS

- The Nominated Supervisors/ Responsible Person are required to actively supervise staff to ensure that the policy is being adhered to in service, address any non-compliance a report breaches of the policy to the Approved Provider/ CEO.

## 6.4 EXCEPTIONS

- Any exceptions to this will be for limited, **essential purposes** that are authorised in writing (or through another means if written authorisation is not reasonably practicable) by the approved provider of the service, and where that access does not impede the active supervision of children.
- Employees must obtain a written exemption from their Nominated Supervisor at the Service to carry their personal device while children are present. It must be recorded in the service diary and state the date- time and reason for the approval.  
Instances that may be authorised include:
  - a personal health requirement – for example, for blood sugar monitoring
  - disability – for example, if a personal electronic device is used as an essential means of communication
  - family necessity – for example, having a family member with a serious illness
  - a local emergency or technical outage – for example, anticipating a bushfire evacuation text notification.
  - Staff member is required to present Identification, WWCC via the access Services Victoria App in the line of their duties.
  - In case of exemption, and with the employee's consent, the Nominated Supervisor should notify other staff about arrangements for the employee's personal electronic device. The reason for the exemption does not need to be shared. Service staff with an

exemption to carry their device must not use their personal device to take images or videos of children.

- Exemption may be for a period of time, day or single shift.
- If the exemption is requested by a Responsible Person or Nominated Supervisor this must be approved by the Approved Providers delegate - CEO.
- Staff are permitted to use their personal electronic devices during an emergency to communicate with emergency services. This includes situations involving a lost child or unaccounted child, an injured staff member or child, or a lockdown or evacuation (see the Emergency management and evacuation policy)

## 6.5 ESSENTIAL PURPOSES

The essential purposes for which use and / or possession of a personal electronic device may be authorised include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, e.g. heart or blood sugar level monitoring
- disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity, e.g. a worker with an ill or dying family member (with supervisors' approval)
- technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred
- local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.

***Additional purposes specified in guidance from the Victorian Regulatory Authority including;***

- Emergency communication;
  - During **excursions** or **regular outings** for emergency communications purposes (e.g.: where groups of child and educators get split up)
  - For emergency communications purposes when children are **transported or travel on transport arranged by the service.**

Purposes which are not essential purposes by the Victoria Regulatory Authority:

- Communication with parents about the timing of delivery and collection of children
- During beach, or other in-nature programs

***Under no circumstance can the educator under this exemption use for their personal device to take images or recording videos of children.***

## 6.6 CONSENT TO TAKE, USE & STORE IMAGES FROM PARENTS/GUARDIANS

- Staff will familiarise themselves with children who do not have consent/ permissions to be filmed or photographed and ensure that their images are not published in our service approved communications.

- Staff are not to publish/ share photos, videos of any child without the express/ written consent of Parent/ guardians and where age appropriate the child as collected on enrollment forms, Consent to Photography/Videography Authorisation Form.
- The Y as Approved Provider shall have strict controls in place for the appropriate storage and retention of images and videos of children.

#### **Essential Identity Photographs**

- The Y must collect a photograph of each child upon enrolment and annually following for safety, identification and medication administration purposes.

### **6.7 USE OF PERSONAL ELECTRONIC DEVICE -PARENTS (GUARDIANS);**

- Parents/guardians will be asked to sign photography and videography consent form on enrollment of a child in the Y - Early Education and Care Service.
- Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided in writing, in advance by the Vacation Care/OSHC Programs Coordinator, for each of the days required for use.
- **Children are not permitted to use their personal phones or electronic devices** for the purpose of video, photography or storing images of children in a Y service.
- Under no circumstance is a child permitted to publish any content filmed on Y service devices without the permission of the Nominated Supervisor/ Approved Provider.
- Personal Phones or electronic devices may be confiscated if children or staff are seen to be using such items without proper authorisation.
- Children who have permission to bring these items are responsible for the safety of them at all times and may be asked to ensure that any App that can take images/video is not installed on the device.
- Electronic devices and video game use is to be moderated by staff at the program and only used as a special activity or where scheduled on the program, not to be available or in use at all times throughout each day.
- Parents / Guardian are permitted to bring personal devices into the service in the sign in/out of their child/children however they are not permitted to take any images or videos of children, including their own child or children, during the educational program.
- Parents must ensure they check with their Responsible Person before taking images or videos at a special event.
- Photography and video for special events arrangements will be notified by the Y in advance.

### **6.8 USE OF PERSONAL ELECTRONIC DEVICE – SERVICE VISTORS**

- From time to time the Y may have external allied health professionals attend the services to support children with additional needs. External allied health professionals must seek written permission from the nominated supervisor and the child’s parents or guardians to capture images, videos or audio at the Y service. Any Images/ videos taken should only include the child they are supporting/ visiting and should only be used strictly to discharge their duties.

This applies to incursion providers, allied health specialists who visit the service to support a child or a student placement.

- Where a device is required for professional purposes (e.g.: to conduct assessment notes field student/trainee, child support assessments by allied health professional) the device should be business or institution issued device, not a personal device.
- Y people be required to ask the contractor/visitor/incursion provider to make enquires to confirm if the device is a business device or personal i.e.: screen/wall paper is business logo, device is in business branded cover. If devices cannot be verified then the visitor will be asked to sign the device in to a secure location for the duration of the visit.
- Where a trainee /field student is required to make observations, the Y may permit them to use the Y device to record the observation.

**Restrictions on the possession of personal devices do not apply to people who are not working with children or providing education or care including;**

- Parents and carers at drop off or pick up
- Victorian Regulatory Authority authorised officers
- Police and officers of other regulators such as Environmental Health Officers
- Third party contractors who are attending the service but not working with children or providing education and care e.g.: maintenance contractors)

## 6.9 USE OF CCTV IN SERVICES

- The Y has YG 194-O Closed Circuit Television (CCTV) Surveillance Systems Policy which outlines the use of CCTV in Y facilities, data management, storage, review and destruction and applies to any YMCA Geelong facilities that have CCTV installed.

## 6.10 COMPLIANCE AND ENFORCEMENT

The regulatory Authority will monitor and enforce our compliance by inspecting YMCA policies and procedures and implementation

Failure to comply will result in compliance action against the Approved Provider (YMCA Geelong) and Disciplinary action against employees under the YG Disciplinary and Grievance Policy.

Penalties include \$57,000 for OSHC & ELC.

## 6.11 EDUCATIONAL PROGRAMS

- Safe technology use has a place in supporting a child's development and learning.
- Children can be supported through the use of technology and can make learning more interactive and engaging when interest-based learning is provided. Images and videos can be used by educators to capture evidence of learning outcomes, observations or learning materials that may be shared with families and allow children to reflect and share their learning via a Y authorised platform.
- All images and videos of children are stored on a secure password protected device and deleted from the storage software annually, at the end of the year except where required to keep on file.
- Supervising children when **they use** digital devices, particularly when accessing an online environment, is very important to keep them safe. Even if an adult is in the same room, they need to actively supervise the child.
- High-risk behaviours for children online include:
  - uploading private information or images

- engaging with inappropriate content (both inadvertently and purposefully)
- making in-app purchases
- interacting with unsafe individuals.
- Staff will ensure active supervision to step in if something goes wrong and will create a supportive environment where children feel comfortable making a disclosure or asking for help to learn how to use online programs, apps, etc, safely and appropriately, without fear of reprisal.
- Maintain quality programming and also the safety of children and their belongings at all times the following policy have been put in place:

### **Use of the Videography and Films in Programs:**

Families are required to confirm or deny permission for children to view movies at the service, rated G and PG (staff approved) when completing the registration form.

- TV, streaming services, video and games will only be viewed that have a G or PG rating from the Office of Film and Literature Classification or equivalent body
- Staff should preview the film, movie, visual streaming video where possible.
- Staff are to familiarise themselves with any children whose family deny permission to view movies whilst at the service and ensure that alternative activities are made available to them for the duration of viewing.
- Films, movies, streaming service content videos can be used as part of the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for the children's ages and that parent's permission has been given.
- Thoughtful consideration must be given to the content and message of the program, video or film before it is incorporated into a program. Content and messages must not contradict YMCA values.  
TV and videos may only be used as part of a balanced program of activities. They may be used to highlight a particular activity or interest in the program.
- TV, videos or film may be made available to children at the beginning of the day (between 7:30am-9:00am) and at the end of the day (between 4:00pm-6:00pm) as children arriving at the service may need some calming time to 'wake up', likewise at the end of the day when they are worn out and need time to rest. Videos or film may be planned as part of the program and advertised in the program to the parents/guardians.

## **7. REPORTING – BEHAVIOURS OF CONCERN, STAFF BREACHES OF POLICY, CHILD SAFETY CONCERNS**

YMCA requires that all staff, volunteers and Board members report incidents to the relevant authority;

- YMCA Geelong Supervisors and Management
- State/Territory Child Protection Authority/
- Department and Commission for Children and Young People (CCYP- Reportable Conduct Scheme)/

This reporting requirement is applicable to staff and volunteers during the course of carrying out their professional duties if there is a belief on reasonable ground that a child or young person needs protection.

This reporting obligation relates to historical or suspected abuse or sexual abuse occurring either in the context of the child or young person's family/home environment, in places or organisations outside of the family, or specifically in the course of their involvement in YMCA activities and includes the online environment. It also extends to sexual abuse, there may be suspected within children to children instances. This reporting obligation also applies in relation to suspected abuse by a YMCA or other organisation staff member or volunteer, or through peer to peer interactions or employee abuse of children.

## 8. DEFINITIONS

**Authorised electronic devices:** Devices owned, managed and distributed by YMCA Geelong that support learning, documentation, and administrative functions and can include but not limited to iPods, iPads, computers, cameras, mp3 players, Gameboy, Wii, Xbox, PSP, Switch, phones, cameras, video players, smart watches and smart TV's.

- **Inappropriate images or videos of children:** Any visual or audio content that is not directly relevant to the child's participation in the educational program.
- **Personal electronic device:** Any device that can take images or videos (including mobile phones, digital cameras, tablets, laptops and smart watches) owned by employee.
- **Personal storage media device:** A hard drive or online application that can store images or video recordings (including cloud storage, SD cards and USB drives).
- **Recordings related to educational program:** Images and videos used to document children's learning. Recordings should limit capturing the identity of other children nearby and must not be used for any other purpose.
- **Special event:** An activity or event that takes place outside of the educational program (including performances and holiday celebrations).
- **SAFE Device-** a device that The Y has issued for the explicit purposes outlined in the policy. A safe device will have a designated logo/sticker.
- **Service Issued device:** is a device purchased and controlled by the service, and subject to strict controls documented in this policy and procedure. It is used only for the purposes related to the provision of early childhood education and care in the service.
- **A Business or Institution Issued Device:** is a device that is purchased and controlled by a business or institution which may be used by employees in the course of providing services or undertaking their work within the early childhood service.

## 9. SCOPE

This policy and procedure apply to YMCA Geelong Inc. operations and has coverage over all children's programs regulated by the National Quality Standard Framework and covers any person providing education and care and working directly with children:

Teacher and educators and any other staff providing education or care to children, read less of employment relationship with the provider (Casual and agency staff)

Students attending a service as part of a practicum and representatives of tertiary providers assessing a student attending the service as part of a practicum

Volunteers (including parents volunteers) providing education and care or working with children

Third Parties delivering programs or incursions activities to children services

Allied health or inclusion professionals attending a service to observe, sessions or work with a child at the service.

## 10. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Vacation Care /OSHC Programs Co-ordinator	<p>Ensure the policy and procedures are compliant to the regulations Implement training/education for staff in line with the policy and procedures.</p> <ul style="list-style-type: none"> <li>• ensuring that all personal electronic devices or storage media devices are securely stored in staff lockers throughout the day (excluding during break times)</li> <li>• ensuring that staff, families and visitors do not collect or publish images or film children at a Y service</li> <li>• ensuring they do not take images or videos of children with their electronic device if they have an authorised exemption allowing them to carry their personal electronic device</li> <li>• notifying the nominated supervisor/ responsible person immediately if they observe any inappropriate use of personal or YMCA-issued electronic devices at the centre</li> <li>• notifying the CEO immediately if they see the nominated supervisor inappropriately using personal or YMCA-issued electronic devices within the centre</li> <li>• informing all relevant parties (such as their family and friends and their children’s school or child care centre) how to contact them through the centre phone in case of an emergency.</li> </ul>

Vacation Care/ OSHC Supervisors on Duty/Educational Leaders/ Educators	<p>Attend training sessions and ensure the policy is implemented during your shift. All staff are responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that all personal electronic devices or storage media devices are securely stored in staff lockers throughout the day (excluding during break times)</li> <li>• ensuring that staff, families and visitors do not collect or publish images or film children at a Y service</li> <li>• ensuring they do not take images or videos of children with their electronic device if they have an authorised exemption allowing them to carry their personal electronic device</li> <li>• notifying the nominated supervisor/ responsible person immediately if they observe any inappropriate use of personal or YMCA-issued electronic devices at the centre</li> <li>• notifying the CEO immediately if they see the nominated supervisor inappropriately using personal or YMCA-issued electronic devices within the centre</li> <li>• informing all relevant parties (such as their family and friends and their children’s school or child care centre) how to contact them through the centre phone in case of an emergency.</li> </ul>
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<p>Nominated Supervisor / Responsible Person</p>	<ul style="list-style-type: none"> <li>• ensuring that all staff, families, contractors, volunteers and students have access to this policy and have read and understood it</li> <li>• ensuring that staff, families and visitors do not collect or publish images and/or film children at an Early Learning Victoria centre (except for educators collecting educational program images)</li> <li>• ensuring staff are aware that they must report any inappropriate use of personal or YMCA-issued electronic devices immediately and directly to them</li> <li>• considering any exemption requests from staff for the use of personal electronic devices, and documenting any alternative arrangements in writing</li> <li>• notifying other staff if any team members have an exemption for their personal electronic device</li> <li>• reviewing any exemptions for the use of personal electronic devices every 6 months</li> <li>• considering any requests relating to the use of personal electronic devices from families of children with additional needs</li> <li>• regularly monitoring the use of YMCA-issued electronic devices at the centre, including images captured and the storage of devices at the end of each day</li> <li>• ensuring all images and videos of children are deleted annually</li> <li>• notifying families of when images, videos or other recordings of children are to be taken and how they will be stored and used offering families the option to consent for their child to be photographed or filmed in certain circumstances</li> </ul>
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<p>Approved Provider – Y Geelong</p>	<p>The Approved Provider is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that Y Geelong policies on the use of electronic devices are clear and consistent</li> <li>• ensuring that Y Geelong policies and procedures comply with the Privacy policy</li> <li>• ensuring that when engaging a professional photographer, appropriate clauses relating to information-handling are included in the agreement or contract between the photographer and centre</li> <li>• obtaining written permission from parents and carers before images, videos or other recordings of children at the centre are taken and/or made publicly available</li> <li>• regularly reviewing and updating this policy in line with the National Model Code.</li> </ul>
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## 11. MONITORING, EVALUATION AND REVIEW

Vacation Care/ OSHC Co-ordinators will monitor the implementation of the policy during shifts. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action. Policy will be reviewed on a three-year basis by the Vacation Care/ OSHC Co-Ordinator.

## **12. INDUCTION, TRAINING & ACTIVE SUPERVISION OF EDUCATORS**

All Education and Care staff will be inducted in the policies and procedures associated with operational requirements of the direct support of Children in an ECEC service by the Co-ordinator and will included the attendance of the face to face staff meetings and professional developments sessions, won the job mentoring, online training.

## **13. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

### **RELEVANT POLICY:**

- YMCA Geelong Occupational Health and Safety Policy
- YMCA Geelong Safeguarding Children and Young People Policy
- YMCA Code of Conduct Policy
- YMCA Geelong – Responding to Safeguarding Matters Policy - (Mandatory & Reportable Conduct Scheme Reporting Abuse or Allegations)

### **RELEVANT DOCUMENTS:**

YMCA Geelong OSHC /SHP Parent Handbook

### **Legislation and Standards**

- Statement of Regulatory Expectations - National Model Code (SRE-NMC) 15.08.2025
- Education and Care Services National Law Act 2010 (Victoria) (National Law)- Sections 51 (1)(a) and 51 (4C) applies to Children Services Act 1996- 26.09.2025
- Education and Care Services National Regulations 2011
- Amendment of Education and Care Services National Regulations 2011 (National Regulations) - Digital Technologies 01.09.2025
- National Quality Standard, quality area 2: Children’s health and safety
- *Privacy and Data Protection Act 2014*
- *Health Records Act 2001*
- National Early Years Learning Framework
- Victorian Early Years Learning and Development Framework
- My Time, Our Place. Framework for School Aged Care in Australia (Draft)
- The Convention on the Rights of the Child

### **Children’s Services Regulations 2009:**

- Child staff ratios (R 54)
- Minimum staff requirements (R 50)
- Minimum training (R 60)
- Staff members to have first aid and anaphylaxis management training (R 63)
- Emergency procedures (R 76)

### **Children’s Services Act 1996:**

- Protection of children from hazards (section 26)
- Inadequate supervision of children (section 27)

Early Childhood Education and Care (Strengthening Regulation of Early Education) Act 2025

### **RELEVANT GUIDANCE**

National Model Code for taking Images or videoing while providing early childhood education and care

**14. DOCUMENT HISTORY**

Approved by: CEO

Meeting number and date: 11/09/2025 SLT MEETING ENDORSEMENT

Reviewed: 05/08/2025

Next Review date: 05/08/2028

Policy Owner: Shona Eland YMCA Geelong

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Amendment history:

Version	Date	Author	Change Description
V1	10/02/2014	Kimberley Maher	Draft Policy, reviewed and approved
V2	14/03/2014	Kimberley Maher	Updated <i>Co-ordinators</i> to <i>Supervisors on Duty/Educational Leaders</i> and <i>Vacation Care Leaders</i> to <i>Educators</i> in <b>Roles and Responsibilities</b> section
V3	07/03/2019	Brenda Bowell	Update policy owner from Kimberley Maher, Community Programs Director to Paul Barbagallo, Centre Director
V4	15/12/2020	Shona Eland	Definition Clause 3 – include “smart watches”
V5	05/08/2025	Shona Eland	Change Policy Name to Use of Electronic Devices in Early Education and Care Policy Previously known as use of electronic devices in Children’s Services  Updated Clause 2, 3 Policy – 3.1,3.2, 3.3,3.4 moved to new section 3.5-3.10  Added 6. Procedures Added  Added 7. REPORTING – BEHAVIOURS OF CONCERN, STAFF BREACHES OF POLICY, CHILD SAFETY CONCERNS  Update 8. Definitions Updated 9 Scope Updated 10 Roles and Responsibilities Updated 11 MONITORING, EVALUATION AND REVIEW Added 12 12. INDUCTION, TRAINING & ACTIVE SUPERVISION OF EDUCATORS  Updated 13. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

As Adopted by the YMCA Geelong on 14/09/2025

A handwritten signature in black ink, appearing to read "Shona Eland". The signature is written in a cursive, flowing style.

Shona Eland  
Chief Executive Officer YMCA Geelong Inc.