

Policy Statement & Commitments

Westgarth Primary School Outside School Hours Care Program (WPS OSHC) recognises the importance of keeping children safe while using digital technologies and online environments. We acknowledge that digital tools can support learning, creativity, and connection, but they also present potential risks.

WPS OSHC is committed to:

promoting safe and supervised use of digital technologies by children.

- Protecting children from harm, hazards, and online abuse.
- Ensuring images and videos of children are only taken, used, stored and destroyed in line with parental authorisation and privacy requirements
- Restricting the use of personal devices by staff, volunteers and visitors while directly engaged with children
- Complying with all legislative requirements and the National Model Code for Taking Images and Videos of Children

Planning to Support the Safe Use of Digital Technologies

WPS OSHC aims to ensure children's wellbeing, privacy and safety are upheld by:

- Ensuring that any images or videos of children which are taken or stored (in accordance with WPS OSHC policy) are only taken or stored on service-issued devices
- Prohibiting personal devices from being used with children, except in emergencies
- Storing digital records securely and destroying them when no longer required
- Actively supervising children during any use of digital devices or online environments

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- Conducting regular risk assessments of digital technologies and online environments
 - Ensuring staff training in safe digital practices, child protection, and mandatory reporting

Procedures for Digital Device Use

When considering the safe use of digital technologies at WPS OSHC:
Children may only use digital devices under educator approval and supervision.

- Screen time will be limited, balanced with physical, creative, and social activities.
- All digital content must be age-appropriate and safe.
- Visitors are not permitted to use personal devices to capture children's images or videos.
- CCTV or surveillance devices will only be used in line with privacy laws and never in private areas.

Procedures for Managing Images and Recordings

- Written parental consent must be obtained before capturing, using, or storing images or videos this happens during enrolment.
- Children will be asked for their agreement before being photographed or filmed.
- Families can withdraw consent at any time.
- Educators will respect children's dignity, privacy and cultural considerations in all image use.
- Images and recordings will be stored securely and deleted when no longer needed.

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Roles and Responsibilities

The role of WPS OSHC is to:

- Ensure that children are provided with safe and supervised use of digital technologies
- Limit risks of harm, abuse, or privacy breaches
- Provide guidance to staff, children, and families about safe online use
- Model safe and respectful technology practices
- Discuss with children how to use devices responsibly

Procedures for Staff Training

- All staff complete induction training on mandatory reporting, and child protection.
- Refresher training is conducted annually and discussed during team meetings.
- Relief staff are introduced to the policy and shown expectations for digital technology use.

Sources & Legislative References

- Education & Care Services National Law – Sections 162A, 165, 167
- Education & Care Services National Regulations – 84, 115, 122–124, 165–172, 175–176
- National Quality Standards – QA2: 2.2.1, 2.2.3; QA3: 3.1.1, 3.1.2; QA5: 5.1.1, 5.2.2; QA7: 7.1.1, 7.1.2
- ACECQA – National Model Code: Taking Images or Videos of Children in Education and Care
- ACECQA – Online Safety Guide and Child Safe Culture Guide
- eSafety Commissioner (www.esafety.gov.au)
- Office of the Australian Information Commissioner (www.oaic.gov.au)

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