



God said, "I have loved you with an everlasting love," Jeremiah 31: 3

Child Safe Digital Environments Policy

Aim

To ensure that all stakeholders are aware of the important of child safety with regards to digital and online environments in line with the guidelines provided by regulatory authorities and the National Authority.

Throughout this policy the word 'images' will be used to indicate both photos and videos unless explicitly labelled otherwise.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

Child Safety Risks

"Documentation of children's learning is a requirement of the Education and Care Services National Regulations (regulation 74, 177(1)(a) and 178(1)(a)). Digital photos and videos have become the most common tools used to document children's learning and engagement, and many providers submit these images to families through a range of applications (often restricted for use by authorised persons such as parents and carers) to allow them to view their child's participation in early learning experiences. This type of communication can and does play a role in engaging families and carers in a child's education and care experiences, particularly where there may be low levels of literacy or English is not a first language.

This specific form of documentation is not a requirement of the NQF, and when used without a targeted purpose, can create increasing expectations to transmit frequent updates in the place of more meaningful documentation. It also can reduce educators' abilities to effectively supervise, interact and engage with children in their learning. In these circumstances, educators may be present with children but not providing adequate supervision or utilising important 'teachable moments' to extend the child's interests, learning and development of skills. More intentional approaches to documentation of children's learning, including ensuring electronic device usage is in line with the National Model Code, can help reduce this risk.

More concerningly, there is a very real risk that persons within a service could use their own personal electronic device to take or record images or videos of children for inappropriate purposes. This risk includes taking and sharing inappropriate or even illegal images, in particular where physical or sexual abuse is occurring to the child, or when sexualised images of the child are produced.

Managing and monitoring what images are being taken and where, or to whom they are being sent, is very difficult when educators and other staff use personal electronic devices while providing education and care. Approved providers are responsible for ensuring that service-issued devices are monitored regularly to assess if appropriate usage of the electronic device is occurring by staff at the service.

The NQF has an explicit focus on considering and supporting each child's dignity and rights. Demonstrating child safe practices in the digital age provides new challenges as well as additional benefits for approved providers, educators and services.



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Australia's National Principles for Child Safe Organisations collectively illustrate that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. Principle 8, which focuses on physical and online environments, promoting safety and wellbeing, and minimising the opportunity for children and young people to be harmed, is particularly relevant to taking images and videos of children." - National Guidelines – Taking images or videos of children while providing early childhood education and care pages 2-3

Policy

We adhere to the 'Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025', referred to in this policy as the Order, the object of which is to "is to prioritise the safety, welfare and wellbeing of children attending education and care services by giving directions to relevant persons involved in the provision of education and care services regarding the supply, authorisation and use of devices within those services in line with technological advances and associated risks. The directions include:

- (a) requiring only service supplied devices or service-authorized devices to be used when taking images or videos of children in education and care by individuals directly engaged, appointed or employed by the approved provider to provide education and care; and
- (b) mandating that a person cannot be in the possession of or have control of a personal device that is capable of taking, storing or transferring images or videos, while providing education and care and working directly with children in centre-based services, except in specified circumstances."

Photos and videos of children

Taking images:

- Children's images can only be taken on service issued devices included on the Device Register, or where there has been express written permission for non-employees to take images (see obtaining authorisations).
- Children's images will only be taken where they serve a purpose within the service and have a clear use in mind.
- The number of images of children that are taken should be considered as to how this respects the rights of the child. Each image that is taken places the child at risk and therefore should be reflected upon as to whether it is necessary, or whether it will enhance documentation. Consider whether the image can be of the equipment, the finished product, the child's hands engaging in play, etc.
- Families will have clear expectations communicated to them during enrolment to support an understanding of their obligations when it comes to taking images of their children on the preschool premises where other children may also be present. (see obtaining authorisations).



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- Visitors to the service will be informed of our policies and procedures around taking images of children and monitored closely to ensure they are following these expectations. Ongoing visitors will be required to complete a Visitor Induction Form to show they understand their responsibilities around child safety.
- Consideration will be taken to the background and content of the images and should not contain any of the following:
 - o Children in any state of undress
 - o Children in distress or dysregulated
 - o Children who are sexualised in any way
 - o Children who do not reflect a positive representation of the preschool philosophy and expectations (e.g. children who are unwell, unhygienic, not being appropriately supervised, etc.).
 - o Any images that do not respect the rights of the child, for example:
 - Images that allow children to be compared in skills or abilities with others
 - Images that are taken without the child's knowledge
 - Images that are forced or posed with the child (unless it is their choice)
 - Images that identify children where this can place them at risk

Using images:

- Images can only be used in the way that they have been authorised (see obtaining authorisations)
- Any person found to be using images in a way other than how they have been authorised will face consequences. This may include disciplinary action, written warnings, or termination for employees. For families this may include termination of enrolment. For visitors and volunteers this may include removal from the preschool. All instances, depending on the situation, may include legal action and/or reporting to the authorities.
- Visitors will be monitored at all times to ensure they are not working against our expectations.
- Families will be encouraged to share information with the preschool if they are aware of anyone who is using images shared by the preschool for reasons other than they were originally intended, such as capturing images and sharing these on their own accounts or similar means.
- Any images of children used within the service for displays must be considered as to the impact this could have on these images being captured in the background of other images, and therefore should be considered when permission is granted for visitors/parents to take images of the environment without children present.



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Storing images:

- Images will be stored both locally and in cloud-based storage.
- Images stored locally within service issued devices and accessible only to authorised persons within those devices.
- Images stored in cloud-based storage will be expected to only be downloaded or accessed on service-issued devices. This is included in the child safe code of conduct to support employees to follow these guidelines.
- Images stored in Kindyhub/ Smart Central's software will be protected by Kindyhub/ Smart Central's policies and storage management systems.
- The use of passwords, security software and other means will be employed to protect images stored on service devices and limit security risks from unauthorised persons.
- Systems exist whereby all employees have their own log ins for accounts so that who is accessing stored images when can be monitored. These include each educator having their own log in for Smart Central and Kindyhub so that usage can be monitored. Each service issued device has its own log in and where possible 1 device is issued to each educator to ensure easy tracking of use and limiting shared usage across devices.
- When employees resign or are terminated all access to stored preschool images and data will be removed within 24 hours to protect preschool privacy and confidentiality.
- A specific folder is kept on all devices/cloud storage where images can be placed that are required for evidence of practices associated with systems inside the NQF (i.e. Assessment and Ratings and Compliance Investigations). These images are then kept outside of the standard timeframes as they may be needed as evidence of practices or incidents (Appendix O - Longer Term Storage of Images).
- A specific location is made available within the service for any physical images of children that provides evidence of practices to be kept for either NQF reasons or as a celebration of the archival history of the service. These images are always kept with consent. (Appendix O - Longer Term Storage of Images).

Destroying images:

- Images will be destroyed by deleting from the devices/cloud-based storage and then deleting from trash to ensure that they have been completely removed. (See Appendix A for procedure).
- When an image is taken on a device other than a service issued one that is not authorised it must be deleted following guidelines to ensure that it is completely removed from the device. Where necessary an internet search must be completed to identify the steps required to ensure the image is completely removed from the device, and then these steps followed to ensure that this is tailored to the device.



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- Where images of children have been printed off and are not of any use to the preschool or family, they will be destroyed by shredding so that they cannot be found or used by anyone else.

Images of children will be destroyed within the following time frames:

(Appendix N - Table will be kept in Compliance Check folder to be cross checked quarterly).

Type of image (includes both digital and hard copy)	Time frame
<p>Images used for digital documentation of program (incl daily posts and observations):</p> <p>Where possible these images are taken and stored in Kindyhub in line with their policies. When children leave the service their records are closed off and access is not longer allowed within Kindyhub. Images stored locally on devices (i.e. not through Kindyhub) and not stored in a location where they may be needed for Assessment & Ratings (A&R) evidence of practices, are removed within the mentioned timeframe.</p>	Once a term
<p>Images used for physical documentation of the program (incl displays):</p> <p>Once these images are no longer needed on display they will either be given to the children if they are of an individual child; placed in storage within the service if they provide meaningful evidence of service practices for archival reasons, or support A&R evidence; or if they are not able to be used for either of these purposes they will be shredded within the mentioned timeframe.</p>	Once a term
<p>Images needed for evidence for NQF – includes both physical and digital evidence required for either A&R evidence or compliance evidence during an open investigation:</p> <p>This information is stored in a clearly labelled location (either digitally or physically) with secure systems considered (i.e. filing cabinet, password protected devices etc.) and will be destroyed in line with procedures within the mentioned timeframe.</p>	Within 1 month after final outcome documentation is received
<p>Images used for marketing/promotion (incl advertisements, social media, website content etc) – This is not a standard practice of ours and therefore not relevant.</p>	N/A
<p>Images used for preschool resources (incl handbooks, signage, displays etc):</p> <p>These will only be allowed for use with written consent from families and children (Appendix B). These remain in place until such time as the families/children withdraw their consent or the documents are updated. In which case archival copies may be stored on the premises and all other copies are destroyed or deleted if in digital formats.</p>	Once consent is withdrawn or docs updated
<p>Images used for illness/incident/injury:</p> <p>This is only used in specific cases (See authorisations) and only the hard copy is placed in the child's file, the digital images are deleted within the mentioned time frame.</p>	Immediately after a hard copy is printed.
<p>Images not meeting requirements (i.e. images that were discovered to have content that does not meet requirements outline in 'taking images')</p>	As soon as identified



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Images found to have been taken without authorisation or where authorisation has been removed

As soon as identified

Obtaining authorisations for photos and videos of children:

Parents/guardians:

- During enrolment authorisations will be obtained from families for the taking and use of their child's image for any purposes that are required (**Appendix C**).
- Where an opportunity arises that families have not already provided authorisation as part of this process, this must be obtained for each child who will be included (e.g. photos taken on an excursion to use on another organisation's website/social media, photos to be used in service documents etc).
- Families will be communicated how images are taken (on service issued devices only), what uses they are taken for, and how they will be stored and destroyed to assist them in considering whether or not to authorise the images.
- Families will also be communicated that they can change or withdraw their authorisation at any time, and the process to take to change their permissions.
- Where a unique situation arises that is outside of the scope of this policy (e.g. a medical professional requests specific images to support diagnosis) then this will be discussed with the family and need express written consent from the family, and professionals involved if appropriate, to support this request. A plan will be developed to support the taking, use, storage and destruction of these images that supports child safety (Appendix D).
- Educators will work closely with families to ensure that they will advocate for the rights of the child when it comes to consent around images and that any instance where a child does not consent then this will override the consent from the family.

Children:

- Children will be explained how their images are used and reminded that they can make choices around the use of their images at all times.
- Children will be taught that they have rights over their image and how this is used through spontaneous and planned interactions and experiences.
- Children will be able to say no to photos being taken if they do not feel comfortable and their consent will be respected.
- An educator will not coerce or pressure a child to have their image taken as this does not respect the rights of the child and also creates situations where child protection matters could come into play, especially where another adult could pressure the child for abuse.



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- Children's verbal and non-verbal communication will be taken as consent for images. For example where a child looks unsure or uncomfortable this could be communicating they are not happy with the image being taken, or do not understand what it is being taken for.
- Individual consent does not need to be obtained for every image, however there should be regular reminders of consent and the rights children have around their images so they feel comfortable to speak up and share their concerns.

Other relevant persons:

- The scope of the Order other relevant persons are identified that require consideration. These include
 - o **Employees** – Any employee, including AP, NS, Educators and other staff, will be authorised to take images only on their service-issued devices and only within the scope of this policy. No employee is permitted to take any images of children on personal devices at any point in time, nor can educators access images of children on personal devices.
 - o **Contractors/Volunteers/Visitors/Students** – Any person who identifies as one of these roles (referred to collectively here as 'visitors', when on the premises, is required to follow expectations outlined in the visitors, volunteers and students policy. Any ongoing visitors will be required to complete a visitors induction form to demonstrate their willingness to support our expectations (**Appendix Ea & Eb**). Where visitors require to work with children with their devices written consent must be obtained (**Appendix F**).
 - o **Extended family/Authorised persons** – Any representatives on behalf of the child will be bound by the parent/guardian expectations while on the premises. They may be reminded to keep phones stored in bags while on the premises and to limit photos to only of their children.
- As per our visitors, volunteers and students policy no person on the premises will be allowed to walk around unsupervised, therefore we do not have explicit requirements for visitors regarding their phones and smart watches as they will be monitored at all times and educators are aware of their obligations to address any concerns with images being taken at the time.

Optical surveillance devices:

- SPCP does not use video surveillance devices (such as CCTV) within our environments. If we commence this we will follow all guidelines and communicate the changes to families, including how footage will be recorded, stored and destroyed.
- We believe that trust between our team is important and with above ratio rostering to ensure that there are always adequate educators on site to support supervision and child safety we do not feel that this is something we are currently needing to engage with. We feel the addition of CCTV would increase safety risks when it comes to children's images and therefore we do not see the need for it currently.
- We will continue to review and reflect on this in line with our context and current guidelines.



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Service issued digital devices:

- Images will only permitted to be taken on service-issued devices in line with the expectations outlined in this policy.
- **Service issued devices** will have a **register (Appendix G)** of which devices exist and contain the following information as per the Order:
 - the date of supply of the device;
 - the type of device that is supplied;
 - if available, the make, model and serial number of the device;
 - a declaration that the device is configured to operate in accordance with the service's policies and procedures that relate to child safety or the security of devices;
 - the name and signature of the approved provider or authorised delegate of the approved provider supplying the device;
 - if applicable, the date of any revocation of the supply of the device and the name and signature of the approved provider or authorised delegate of the approved provider authorising the revocation;
 - keep a record of the supply of the device and any revocation of the supply of the device in a safe and secure place at the service premises for a minimum period of three years from the date on which the record was made.
- The **service issued device register is kept for at least 3 years** from the date of the record and stored in the filing cabinet.
- Where an educator wishes to take a service issued device allocated to them home to complete work related tasks in line with service expectations, they must sign the device out of the service and sign it back in again when they return it (**Appendix H**). Where the employee has an ongoing agreement that the service issued device allocated to them may leave the premises with them as part of their standard roles and responsibilities, this will be agreed to in writing and kept in the employee's file, with a copy kept in the **Digital safety folder (Appendix I)**.
- Service issues devices will be monitored once a term by the NS, acting on behalf of the AP, who will complete an audit of devices to ensure they are being used within the expectations of this policy and the Order. (**Appendix J**).
- When an employee ends their employment with the preschool a checklist will be followed to ensure the safety of the children and all requirements are followed (**Appendix K**).
- Should any issues be identified while completing audits of devices these will be addressed directly with the educator(s) assigned to the device and managed through training, re-induction, performance



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management or termination of employment based on the level of issue. Where multiple educators share a device an investigation will be conducted to better understand the situation.

- Where an employee is found to be using their service-issued device inappropriately in a way that endangers children's safety and wellbeing this will also be reported to the regulatory authority and the Office of the Children's Guardian in line with our child protection policy.

Personal devices:

- Definition:
 - Personal devices include the following: phones, tablets, smart watches (i.e. Bluetooth enabled)
- As per the Order, "a Personal Device means a device that is:
 - owned or controlled by a person; and
 - capable of:
 - capturing an image; or
 - storing or transmitting an image but does not include a Service-Supplied Device or Service-Authorised Device.
 - Examples: A phone, tablet computer, camera or smartwatch is a personal device that is capable of capturing an image. A USB drive, memory card or hard drive is a personal device that is capable of storing or transmitting an image."
- Staff will not be able to have their personal devices on their person when they are working directly with children. This includes smart watches where they are able to record audio or images. Digital watches that do not have any Bluetooth connectivity will be allowed. These devices will be recorded in a Watch Register to verify that the manual has been sighted to confirm that there is no risk. (Appendix L)
- If an educator has a smart watch this must be removed while on the premises and stored in their personal belongings along with their phone.
- Despite the following exemptions to having personal devices within the preschool environment when children are present, the personal devices are under no circumstances to be used to take images or record interactions with children.
- Staff will only be able to have their personal devices within the preschool environment if they meet the following personal criteria AND have completed an application (Appendix M) and been approved by management:
 - The device is required for medical reasons such as monitoring blood sugar levels
 - The employee requires the device due a disability such as an essential means of communication
 - The employee has a family necessity such as having very specific family requirements that prevent communication from being directed to the preschool phone if needed



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- Under specific service criteria a personal device may be required however this should clearly be covered in service policies and procedures and have associated safety systems. These are:
 - Communication during an emergency such as a serious incident, lock down or other situation where communication needs may escalate or the service lines need to remain open. Including There is a local emergency happening where notifications need to be monitored for safety reasons and service-issued devices cannot receive notifications.
 - Where there has been a service technology failure and communication cannot occur through service issued devices.
 - Where the use of the personal device supports WHS requirements.
- Families and visitors are only able to use their devices to sign in using the QR code if they have a child enrolled at the centre or are included on the child's enrolment form with the correct permissions.
- As visitors are not permitted to be unsupervised with the children, educators will monitor their use of phones and personal devices within the service.
- Where a visitor requires a personal device for work purposes during their visit this will be communicated by a visitor child safety form and monitored by educators in the space.

Children and digital devices:

Education:

- The preschool's curriculum, including planned and spontaneous experiences, resources and learning environments will support children to learn about age-appropriate digital safety.
- Digital use will be mindfully planned to meet specific learning goals for the children and learning digital skills will be a part of the plan.
- Sedentary digital use will be limited to learning and research unable to be undertaken in another way eg research about space - preference will be given to non digital active play wherever possible.
- Educators will utilise resources such as Playing IT Safe, the eSafety Early Years Program and Be Internet Awesome to support children's skills and knowledge of digital and online safety.
- Educators will balance the use of digital resources with role playing and pretend play resources to support children's education.
- Families will also have information shared with them to support their awareness of child safety in digital and online environments.

Supervision:

- At all times when children are using digital devices they will be directly supervised.
- If an educator needs to leave an area where children are engaging with digital content they will either have another educator replace them or remove the devices until they can return.
- The reasons for increased supervision include supporting children's play, being available to answer any questions or concerns children may have and identifying any risks and addressing these in a timely manner.



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Monitoring of content:

- Any apps or programs downloaded for children's use must be pre-approved and vetted by the Nominated Supervisor before use with children.
- Any apps or programs that can be used without being connected to the internet and therefore limiting the impact of unapproved content such as ads or popups will be prioritised. **When in use the device should be put in airplane mode.**
- Any websites children will be using, including videos, need to be accessed and checked before they are shared to ensure that they are age appropriate and do not contain any inappropriate content. This includes the whole video being watched as some "child safe" videos have inappropriate content inserted later in the video so it misses detection by the systems implemented by child safe filters.
- Regular checks will be conducted on service-issued devices to ensure that all programs/apps meet service expectations and are appropriate. Where content is identified as not being appropriate it will be deleted and the person who added it will be reminded of service expectations.

Related Policies:

- Child safe standards policy
- Supervision policy
- Child safe environments policy
- Visitors, volunteers and students policy

Source

- Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025 - https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/regulation-and-compliance/Education_and_Care_Services_Supply_Authorisation_and_Use_of_Devices_Order_2025.pdf
- NQF Online Safety Guide – <https://www.acecqa.gov.au/nqf-online-safety-guide>
- Playing IT Safe – <https://playingitsafe.org.au/>
- eSafety Early Years program for educators – <https://www.esafety.gov.au/educators/early-years-program>
- National Model Code for Taking Images or Videos of Children While Providing Early Childhood Education and Care – <https://www.acecqa.gov.au/sites/default/files/2024-07/National%20Model%20Code%20Taking%20Image%20and%20Videos.pdf>



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- o National Guidelines – Taking images or videos of children while providing early childhood education and care - <https://www.acecqa.gov.au/sites/default/files/2024-07/Guidelines%20for%20the%20National%20Model%20Code%20Taking%20Images%20and%20Videos.pdf>
- o NQF Child Safe Culture Guide – <https://www.acecqa.gov.au/nqf-child-safe-culture-guide>
- o Be Internet Awesome - https://beinternetawesome.withgoogle.com/en_au

Compliance evidence

Education and Care Services National Regulations (2025) 84, 115, 122, 123, 165, 166, 168, 170, 171

National Quality Standards 1.2, 1.3, 2.1, 2.2, 3.1, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.1, 7.2

Date of current review: April, 2026

Date of last review: March 2026, February 2026, August 2025

Date of next review: April 2027 or as required

Approved by: Lisa Collins (Director)

Appendix A – Destroying images procedure

Physical images –

1. Remove image from location and identify whether it may be needed for future evidence or is of benefit to the preschool, child or family.
 - a. If needed for evidence of practices for NQF reasons store in “evidence” folder in office.
 - b. If needed for archival evidence of practices for historical reasons due store in “Archival” folder/box in office
 - c. If needed for child’s record store in child’s file
 - d. If only relevant to one child offer to the child or the family to take home
2. Where image does not meet any of the above requirements either shred the image(s) or place in the “to be shredded” pile.
3. At least once a month all items in the ‘to be shredded’ pile must be shredded.

Digital images –

1. Consider whether the image should be saved as part of the NQF5 practices of the services for either A&R or compliance. If so place files in the “evidence” folder on the device/cloud storage.
2. If the item is not needed follow these steps:
 - a. Delete the item – ensure settings on the device are set to also delete items from the cloud
 - b. Locate the trash folder on the device and empty this to ensure the images are completely deleted
 - c. Access cloud storage to ensure that the items are also deleted from the cloud.
3. Where unsure of the specific ways to achieve this conduct an internet search for “how to completely remove a file from <insert device make and model>” and follow the steps.

Appendix B - Permission for use of a photo

Make adjustments to the form below as necessary. Where possible select a photo where the child's face is not visible. Ensure children have given their consent by documenting their name on the form too – this could be in any mark making way they choose.

Dear

With your permission we would like to use this photo <insert purpose for photo here>. His/her/their face is/is not visible in the photo.

We have attached a draft copy of the handbook for your consideration. We would also like to give you a colour copy of the photo and hope that you enjoy it as much as we have.

If you consent to our using the photo we would appreciate it if you would give written permission below. Your consent will remain in place ongoing. If you, or your child, wish to withdraw consent at any time please provide your request in writing and we will cease using this image.

With thanks,

Lisa Collins, Director

Sutherland Presbyterian Church Preschool

I _____, parent of _____,
give permission for the use of the photo specified above, and shown below, in <insert title of document image will be used in>.

Date: _____

Parent Signature.

We have also asked your child's permission to use their image (child's signature):

INSERT PHOTO

Appendix C – Enrolment/Parent information obtained regarding digital safety

I acknowledge that as part of my enrolment I am obliged to meet service expectations to assist with children's safety and wellbeing. As such I will – (please tick each point to show you agree)

- Not use my own personal devices (phone/tablet/camera/smart watch etc) to take photos or videos of children within the service without direct consent from a staff member.
- Only take photos or videos of my own child with no other children present in the background.
- Not take photos or videos of any displays or documents that contain any images of any children.
- Only use photos and videos produced by the service for the purpose they were intended, this includes not sharing photos or videos to wider audience.
- Communicate to the service staff if I am aware of any instances where these guidelines around photos and videos have not been followed by others.

We ask for your permission to take and use images of your children in limited and specific ways. To support you in making this decision please find below a summary of our practices to support your child's safety:

- When taking images this only occurs on service issued devices that are regularly audited and have clear policies and requirements.
- Children's consent is also sought when taking images to ensure they have autonomy over their own image, and this consent overrides parental consent as we value children's rights.
- We have strict procedures around the storage and destruction of images to protect children's image from misuse.
- Visitors to the service are closely monitored and have clear expectations communicated to them around the taking of children's images. This will not take place without your written consent on a case by case basis.
- If you wish to withdraw your consent at any time please do not hesitate to contact us in writing and we will update your file.
- For more information on our processes please see the Child Safe Digital Environments Policy or discuss your questions with Lisa.

I give permission to the service using images of my children in the following ways: (please tick each option you agree to)

- In Kindyhub as part of the program and documentation of my child's time at the preschool and to communicate their engagement with the program and associated learning.
- In displays around the service to communicate learning to families, allow children to revisit their learning and demonstrate evidence of our practices to support compliance and best practices within the National Quality Framework.

By support

Agreement:

I agree to follow all child safe expectations within the service at all times and share any concerns that could impact child safety with staff in a timely manner.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Appendix D – Permission for use of child’s photo outside of service

Please use this form to request families give permission for their child’s photo to be used in publications outside of the service through other organisations. Change details as necessary.

Dear

We have identified an opportunity to use an image of your child to promote the preschool within the wider community.

With your permission we would like to use this photo <insert purpose for photo here>. His/her/their face is/is not visible in the photo.

The organisation that will be using the image is <insert details here> and they will be publishing the image <insert details of website/social media/publication here>.

If you consent to our using the photo we would appreciate it if you would give written permission below. Your consent will remain in place ongoing. If you, or your child, wish to withdraw consent at any time please provide your request in writing directly to the organisation using the following contact details:

<insert contact details here>

With thanks,

Lisa Collins

I _____, parent of _____,
give permission for the use of the photo specified above, and shown below, in <insert intended use of image>.

Date: _____

Parent Signature.

We have also asked your child’s permission to use their image (child’s signature):

INSERT PHOTO

Appendix Ea – **Visitor Induction Form – child-related work**

We prioritise the safety and wellbeing of children within the service and therefore ask that you familiarise yourself with our expectations and help us support positive outcomes.

While on the premises we ask that you:

- Follow all instructions and signage within the service and if you are not sure about something, ask.
- Keep the service safe by not leaving any items the children could access out in their environment. Please keep these locked away in a safe location advised by staff.
- If you need to use equipment that could present a hazard that you do not leave this unattended at any time and stay with it while it is in use and the put if back in the safe location when finished.
- Keep the environment tidy as you go, pick up after yourself, push chairs back in etc. to minimise risks.
- Stay within the supervision of staff at all times and communicate your whereabouts to the staff as you move around the service.
- If you need to work with a child unsupervised you will require written consent from the family prior to this commencing that needs to be shared with the service.
- Any device that can take, store, display or transfer photos or videos will be kept locked away with your belongings at all times when you are in the rooms working with the children, including phones, tablets, laptops and smart watches.
- No photos or videos of any children within the service are permitted unless you have written consent from the family.
- If you have written consent from the family to take photos and/or videos of a child within your work this must be shared with the service before this can take place and the service device will be shared to allow this to happen and the images/recordings will be forwarded to you. These images must only be used for the direct purpose that permission was obtained and cannot be used for any other purpose.
- If you see anything within the service that you feel could present a risk to the children’s safety or wellbeing while in the service you will communicate this to management in a timely manner and support any requests for additional information.
- Failure to comply with any safety obligations will result in your time within the service being terminated and may lead to your conduct being reported to the appropriate authorities.

I agree to follow all service expectations and understand my role in supporting a child safe environment.

Name: _____ Signature: _____ Date: _____

The following must be provided to support your WWCC being verified:

WWCC: _____ D.O.B: _____

Please provide the details of the organisation you work/represent for where applicable:

Organisation: _____

Contact person: _____ Phone: _____

Email: _____

Appendix Eb - **Visitor Induction Form – Non child-related work**

We prioritise the safety and wellbeing of children within the service and therefore ask that you familiarise yourself with our expectations and help us support positive outcomes.

While on the premises we ask that you:

- Follow all instructions and signage within the service and if you are not sure about something, ask.
- Keep the service safe by not leaving any items the children could access out in their environment. Please keep these locked away in a safe location advised by staff.
- If you need to use equipment that could present a hazard that you do not leave this unattended at any time and stay with it while it is in use and the put if back in the safe location when finished.
- Keep the environment tidy as you go, pick up after yourself, push chairs back in etc. to minimise risks.
- Stay within the supervision of staff at all times and communicate your whereabouts to the staff as you move around the service.
- Any device that can take, store, display or transfer photos or videos will be kept locked away with your belongings at all times when you are in the rooms working with the children – including phones, smartwatches, tablets etc.
- If you are required to use these devices while in the service please let an educator know or move to an area away from the children.
- If you see anything within the service that you feel could present a risk to the children’s safety or wellbeing while in the service you will communicate this to management in a timely manner and support any requests for additional information.
- Failure to comply with any safety obligations will result in your time within the service being terminated and may lead to your conduct being reported to the appropriate authorities.

I agree to follow all service expectations and understand my role in supporting a child safe environment.

Name: _____ Signature: _____ Date: _____

The following must be provided to support your WWCC being verified (if applicable):

WWCC: _____ D.O.B: _____

Please provide the details of the organisation you work/represent for where applicable:

Organisation: _____

Contact person: _____ Phone: _____

Email: _____

Appendix F - **Parent authorisation for visitor device use**

Dear _____

As you know an allied health professional works with your child _____ at the service. Our digital media policy does not allow the use of personal devices around the children. However as part of their work your allied health professional has requested permission to use their personal device to support them in working with your child.

At all times educators will be within the space with visitors as per our policies and procedures and will monitor safe digital use through supervision practices.

Please consider whether you give permission for the following: (Allied health professional to complete)

Allied health professional name: _____

Allied health service provided: _____

Types of personal devices requested by professional to use around child:

- Device for recording videos/taking images as part of assessment – e.g. phone or tablet (specify type of device here: _____)
- Device for recording information – e.g. tablet, laptop, voice recorder (specify type of device here: _____)
- Transferring records – e.g. taking photos and information from service-issued devices and transferring them to personal devices
- Other – please specify _____

Authorisation section: (Parent/guardian to complete)

I give permission for all of the above requested personal device use around my child.

I give permission the following options to be permitted _____

I do not give permission for any of the personal device use options to be used within by child and request they use non-digital recording efforts while working with my child.

Child's name: _____

Parent name: _____

Parent signature: _____ Date: _____

Child Safe Dig

	Admin to complete:		
Original placed in child's file	Yes	Date: _____	Initial: _____
Copy provided to parent	Yes	Date: _____	Initial: _____
Copy provided to visitor	Yes	Date: _____	Initial: _____

Appendix G - **Service-issued electronic device register**

Procedure:

Please complete the following form every time a device is assigned to a new employee/group of employees. Such as a change of staff or staff changing rooms/roles. Only employees allocated to a specific device are to use that device.

The following information guides the completion of this record:

- By adding a device to this form this is a declaration that the device is configured to operate in accordance with the service's policies and procedures that relate to child safety or the security of devices. If unsure check with the AP before adding a device.
- Device type: This should be the main type of device for example phone, tablet, camera, computer/laptop etc. Any device that can take, store, transmit or access photos or videos of children must be kept on this register.
- Specific details: This includes any information available regarding make, model, serial number etc.
- Date of supply: The date the device was supplied to the
- Authorised users: The name of the individual, or the room/team who will be authorised to use this device.
- Supplied by: This must be the AP or a person authorised by the AP to allocate electronic devices (E.g. the NS). Put name and position.
- Signature: The signature of the person who supplied the device (must be original signature, not digital that can be replicated)
- Revocation info: Where approval has been revoked include date, name of AP/Authorised person, and signature of AP/Authorised person. Also include the code of the reason for Revocation from the following list:
 - U – Device upgrade
 - R – Resignation/termination of employment
 - C – Change of room/role
 - M – Misuse of device
 - O – Other

This record is to be maintained with all service-issued devices and kept at the service for at least 3 years after the record was made.

Appendix I – Ongoing Authorisation to remove service issued devices.

This form acknowledges that the employee mentioned below is required to have access to a service issued device, as allocated to them in the Service Device Register, to complete aspects of their job when not at the preschool. As such this form allows them ongoing authorisation to remove the device mentioned on this form from the preschool without the need to complete the Signing service issued devices out of the preschool form each time.

Employee: _____

Role: _____

Device authorised: _____ (Serial number)

Date authorised from: _____

Date authorised to: _____ OR until unallocated on the device register.

By signing below you agree to use this device within the requirements of the Child safe digital environments policy. Particularly with regard to the following:

- No additional persons other than the person authorised on this form will use the device.
- No additional programs or apps will be used on the device that have not been approved and are related to work needs.
- Work will be conducted in spaces and in ways that protects the privacy of images and documents on the screen.
- No public wifi will be used, decreasing the risk of the device being hacked.

Employee signature: _____ Date: _____

A copy of this record must be kept in both the staff file and the digital safety folder.

Authorisation revoked on: Date: _____ Reason: _____

Appendix K – Termination of Employment Checklist

Name of employee: _____

Task	Date completed	Completed by	Notes
Remove access from Smart Central			
Remove access from Kindyhub			
Remove access from SAT portal (if relevant)			
Return key to centre			
Update allocated device register			
Update passcode for device			
Update worker register			
Finalise pays			
Remove photo from staff board			
Notify families			

Appendix M - **Personal Device Use Request Form**

By completing the form you are requesting to have your personal electronic device on or near you while working with the children. Reason for the request: *(Please tick)*

- Personal health requirement – This includes monitoring levels such as heart rate or blood sugar.
- Disability – This includes where the electronic device is used as a tool for communication or other essential means during everyday tasks.
- Family necessity – This includes having an ill or dying family member or a direct family member with additional needs that you are caring for or where contacting the preschool number is not possible

Please provide clear details of how the personal electronic device will be used for (e.g. answering calls or texts, using specific apps, etc.) including why providing the preschool number is not a viable option:

How long will you likely need the personal device available to you while working with the children? *(Please tick)*

- Less than 2 weeks
- 2 weeks to 1 month
- 1 month to 3 months
- 3 months to 6 months
- 6 months to 1 year**
- Ongoing*

Forms are reviewed every term. *Ongoing should only be used where situations are unpredictable and authorisations may be needed with short notice such as a family member who is regularly hospitalised. In this instance record dates and times authorisation active below. **If needed for medical/communication reasons approval may be given for up to 12 months with an annual review.

I agree that by having my personal electronic device on or near me when working directly with the children the following points will be adhered to: *(Please tick)*

- I will not take any photos, videos or audio recordings of any of the children on my personal device.
- I will not allow others to use my personal device while working with children.
- I will only use my device for the reasons outlined above.
- I understand that the use of my personal device will be monitored to ensure that it is being used appropriately.
- I will not use my device at a time that impacts ratio and supervision requirements for the children at the service.
- If there are any changes to the above information, I will communicate these as soon as possible.

Appendix N - Compliance Check Table - next page

Images of children will be destroyed within the following time frames:

(Table will be kept in Compliance Check folder to be cross checked quarterly).

Type of image (includes both digital and hard copy)	Time frame	Term 1	Term 2	Term 3	Term 4
<p>Images used for digital documentation of program (incl daily posts and observations):</p> <p>Where possible these images are taken and stored in Kindyhub in line with their policies. When children leave the service their records are closed off and access is not longer allowed within Kindyhub.</p> <p>Images stored locally on devices (i.e. not through Kindyhub) and not stored in a location where they may be needed for Assessment & Ratings (A&R) evidence of practices, are removed within the mentioned timeframe.</p>	Once a term				
<p>Images used for physical documentation of the program (incl displays):</p> <p>Once these images are no longer needed on display they will either be given to the children if they are of an individual child; placed in storage within the service if they provide meaningful evidence of service practices for archival reasons, or support A&R evidence; or if they are not able to be used for either of these purposes they will be shredded within the mentioned timeframe.</p>	Once a term				
<p>Images needed for evidence for NQF – includes both physical and digital evidence required for either A&R evidence or compliance evidence during an open investigation:</p> <p>This information is stored in a clearly labelled location (either digitally or physically) with secure systems considered (i.e. filing cabinet, password protected devices etc.) and will be destroyed in line with procedures within the mentioned timeframe.</p>	Within 1 month after final outcome documentati on is received				

Images used for marketing/promotion (incl advertisements, social media, website content etc) – This is not a standard practice of ours and therefore not relevant.	N/A				
Images used for preschool resources (incl handbooks, signage, displays etc): These will only be allowed for use with written consent from families and children (Appendix B). These remain in place until such time as the families/children withdraw their consent or the documents are updated. In which case archival copies may be stored on the premises and all other copies are destroyed or deleted if in digital formats.	Once consent is withdrawn or docs updated				
Images used for illness/incident/injury: This is only used in specific cases (See authorisations) and only the hard copy is placed in the child’s file, the digital images are deleted within the mentioned time frame.	Immediately after a hard copy is printed.				
Images not meeting requirements (i.e. images that were discovered to have content that does not meet requirements outline in ‘taking images’)	As soon as identified				
Images found to have been taken without authorisation or where authorisation has been removed	As soon as identified				

Appendix O - Longer Term Storage of Images

- A specific folder is kept on all devices/cloud storage where images can be placed that are required for evidence of practices associated with systems inside the NQF (i.e. Assessment and Ratings and Compliance Investigations). These images are then kept outside of the standard timeframes as they may be needed as evidence of practices or incidents.
- A specific location is made available within the service for any physical images of children that provides evidence of practices to be kept for either NQF reasons or as a celebration of the archival history of the service. These images are always kept with consent.

Storage of Digital Evidence

Image description	Image Location	Permission for use and Storage	Purpose	Date Image Retired & Destroyed
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Storage of Printed Evidence