



# SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS POLICY

## POLICY STATEMENT

Our Service is committed to fostering a culture that creates and maintains a safe online environment with support and collaboration from staff, families and community. As a child safe organisation, our service embeds the NSW Child Safe Standards and continuously addresses risks to ensure children are safe in physical and online environments. Digital technologies have become an integral part of many children's daily lives.

Children's safety and wellbeing is paramount, and our service has the responsibility to provide and maintain a safe and secure working and learning environment for staff, children, visitors and contractors, including online environments. We aim to create and maintain a positive digital safety culture that supports our service philosophy and complies with privacy and legislative requirements to ensure the safety of enrolled children, educators and families.

This policy provides the framework and guidance for the safe use of digital technologies and online environments at the service, including:

- the capture, use, storage and destruction of images and videos of children whilst being educated and cared for by the service
- obtaining written authorisation from parents/guardians to take, use and store images and videos of children
- the use of digital devices issued by the service
- the use of digital devices by children being educated and cared for at the service, including augmentative and alternative communication (AAC) devices
- the responsible use of online environments, including artificial intelligence (AI) tools and software platforms.

| TERMINOLOGY                                              |                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Augmentative and alternative communication (AAC) devices | Devices that support a child to use language and communicate other than through spoken speech. AAC devices may include tablets, computers, speech-generating devices, and other electronic communication aids.                                                                 |
| Artificial intelligence (AI)                             | An engineered system that generates predictive outputs such as content, forecasts, recommendations, or decisions for a given set of human-defined objectives or parameters without explicit programming. AI systems are designed to operate with varying levels of automation. |
| Capturing                                                | Includes filming, recording or taking a photo/image of a child.                                                                                                                                                                                                                |



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|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cyberbullying                           | The use of digital technologies or online platforms to harass, threaten, humiliate or harm a child or young person                                                                                                                                                                                                                                                                                                                                                  |
| Cyber safety                            | Safe, secure and responsible use of the internet and electronic equipment/devices, including mobile phones                                                                                                                                                                                                                                                                                                                                                          |
| Digital devices                         | All electronic equipment capable of capturing, storing, transmitting or receiving data, images or video, including computers, tablets, mobile phones, cameras, smart watches, wearable devices, baby monitors, smart toys and any other internet-connected data-enabled devices                                                                                                                                                                                     |
| Disclosure                              | Process by which a child conveys or attempts to convey that they are being or have been sexually abused, or by which an adult conveys or attempts to convey that they were sexually abused as a child. This may take many forms, and might be verbal or non-verbal. Non-verbal disclosures using painting or drawing, gesticulating, or through behavioural changes, are more common among young children and children with cognitive or communication impairments. |
| Generative artificial intelligence (AI) | A branch of AI that develops generative models with the capability of learning to generate novel content such as images, text and other media with similar properties as their training data                                                                                                                                                                                                                                                                        |
| Harmful content                         | Harmful content includes sexually explicit material; false or misleading information; violence; extremism or terrorism; hateful or offensive material.                                                                                                                                                                                                                                                                                                              |
| ICT                                     | Information and Communication Technologies Information and communication technologies, including digital devices, systems, networks and software used to create, access, store, communicate or manage information                                                                                                                                                                                                                                                   |
| Illegal content                         | Content that includes images and videos of child sexual abuse, content that includes or advocates terrorist acts, content that promotes, incites or instructs in crime or violence or footage of real violence, cruelty and criminal activity                                                                                                                                                                                                                       |
| Images and videos of children           | Photographs, images or video recordings of children taken while they are being educated and cared for by the Service, whether captured on a service-supplied or personal.                                                                                                                                                                                                                                                                                           |
| Optical Surveillance Device             | A device used for visual monitoring or observation, including closed-circuit television (CCTV) systems.                                                                                                                                                                                                                                                                                                                                                             |
| Online environments                     | Any internet-connected platform, application, website or digital service accessed or used at or in connection with the Service                                                                                                                                                                                                                                                                                                                                      |
| Personal electronic devices             | Devices owned by a person (NOT owned/supplied by an approved provider for education and care purposes) and are capable of capturing, storing or transmitting an image or video. Examples include mobile phones, cameras, tablets, smartwatches, smartglasses, storage media such as SD/memory cards, USB drives, hard drives and other new emerging devices.                                                                                                        |



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| Service-supplied devices | A device owned or supplied by an approved provider to be exclusively used to provide education and care. It may capture, store or transmit images and video of children. Examples include phones, cameras, tablet computers and hard drives. A service-supplied device must not be used for personal purposes. |
| Online hate              | Any hateful posts about a person or group based on their race, religion, ethnicity, sexual orientation, disability or gender                                                                                                                                                                                   |
| Smart toys               | Smart toys are toys that connect to the internet or other technology to provide interactive or digital functions and may collect, store or transmit information.                                                                                                                                               |
| Sexting                  | Sending a sexual message or text, with or without a photo or video, using a phone service or any platform that allows people to connect via online messaging or chat                                                                                                                                           |
| Storing                  | Storing means keeping the photo/image or video saved on a device, including a storage device.                                                                                                                                                                                                                  |
| Software platforms       | Digital programs, applications or systems used by the Service for education and care, administration, communication, recordkeeping or other Service functions. This includes Child Care Subsidy (CCS) software, programming platforms and other online applications or systems used by the Service.            |
| Transmitting             | Includes sharing a photo by text message, email, USB/hard drive, uploading to any social media or information sharing platform or any other form of distributing an image or recording, including live streaming.                                                                                              |
| Unwanted contact         | Any type of online communication that makes you feel uncomfortable, unsafe or harassed.                                                                                                                                                                                                                        |

### IMPLEMENTATION

We believe that children's safety, rights, and best interests are the paramount consideration for all service operations, decisions and functions.

Our service uses digital technologies including electronic devices, software and online environments to support children and young people's learning and development, document educational programs, communicate with families and the wider community, and facilitate administration and safety systems, including sign in/out platforms. These are used in ways that protect children from harm, uphold privacy and confidentiality, and prevent inappropriate conduct.

### THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT RESPONSIBILITIES:

#### Governance and Compliance

V4 – October 2026      Coowarra OOSH – Safe use of Digital Technologies and Online Environments Policy



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- ensure that obligations under the Education and Care Services National Law (including Part 6A), Education and Care Services National Regulations and regulator directions, where relevant, are met
- ensure educators, staff, students, visitors and volunteers have access to, understand and adhere to this policy and other related policies and procedures
- take every reasonable precaution to prevent breaches of this policy and related legislation
- ensure families are aware of this policy and advised how and where it can be accessed
- ensure processes are in place to ensure families who speak languages other than English understand the requirements of this policy, including providing authorisation for images and videos
- ensure relevant persons complete the required child safety and child protection training within the prescribed timeframes (see *Child Protection Policy*)
- ensure child safe practices are embedded into organisational practice as per NSW Child Safe Standards
- remain informed of updates to privacy legislation and guidance from the Office of the Australian Information Commissioner (OAIC)
- ensure children, educators and families are aware of the service's complaints handling process to raise any concerns they may have about the use of digital technologies or any other matter (see: *Dealing with Complaints Policy*)
- ensure staff, educators, families and children are informed of updates to policies, procedures or legislation relating to digital technologies and online environments.

### Induction and Professional Learning

- ensure new employees, students and volunteers are provided with a copy of the *Safe Use of Digital Technologies and Online Environments Policy* and related procedures as part of their induction and are advised on how and where these can be accessed
- provide professional learning to educators and staff regarding the safe use of digital technologies and online environments.

### Child Safe Culture

- ensure all staff, educators, students and volunteers are aware of their child protection obligations  
and, where applicable, mandatory reporting obligations and promptly report any concerns related to child safety, including inappropriate use of digital technology or inappropriate conduct to the approved provider or nominated supervisor, and relevant authorities (see *Child Protection Policy*)
- maintain required educator to child ratios and active supervision at all times, including when children and young people are using digital technologies
- ensure all students, visitors and volunteers comply with the service's requirements for the safe use of digital technologies and online environments, are supervised at all times and are never left alone with a child
- conduct risk assessments to identify and manage risks associated with the use of digital technologies and online environments



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- review risk assessments annually or as soon as practicable after becoming aware of circumstances that could affect child safety
- ensure a review of practices is conducted following an incident involving digital technologies and online environments, including consideration of areas for improvement
- ensure reasonable precautions are taken to prevent personal device use in breach of National Law, National Regulations
- implement reasonable measures to protect digital technologies, devices, systems and information from unauthorised access, inappropriate use and security threats, such as installing and maintaining anti-virus and internet security systems, including firewalls to block access to unsuitable websites, newsgroups and chat rooms, and requiring strong passwords and multi-factor authentication where available, and locking devices when unattended
- support educators to:
  - encourage children to seek support if they encounter anything that makes them feel uncomfortable, scared or upset
  - listen sensitively and respond appropriately to any concerns or disclosures children may make relating to unsafe online interactions or exposure to inappropriate content, adhering to the *Child Protection Policy*, *Behaviour Guidance: Bullying Policy* and relevant reporting procedures
  - respond to and report any breaches and incidents of inappropriate use of digital technologies and online environments to management
- ensure all concerns, incidents and disclosures are documented and responded to promptly and appropriately, with support provided to the child and their family as required
- ensure all educators, staff, students and families are advised of the *Protected Disclosure (Whistleblower) Policy*, whistleblower protections and processes
- report any suspected cases of online abuse and other reportable matters to the relevant authorities, including the e-Safety Commissioner and Police, in accordance with applicable legislation and the Service's *Child Protection Policy* and related procedures
- notify the regulatory authority if a child is involved in a serious incident, including serious injury or trauma or incidents involving unsafe online interactions, exposure to inappropriate content or suspected online abuse through the National Quality Agenda IT System ([NQA ITS](#)), and to the child's parents/guardians within the prescribed timeframes.

### Physical Environment and Supervision

- reflect on the service's physical environment, layout and design to ensure it supports child safe practices when children are engaged in using digital technologies
  - perform regular checks and audits of room layouts and technology use to identify potential risks to children's safety such as potential supervision blind spots, and make necessary changes



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- ensure the location of digital technology/equipment allows educators to remain in line-of-sight of other staff members when working with children
- only permit children to use devices in open areas where educators can monitor and support children's use
- be aware of high-risk behaviours for children online, including uploading private information or images, engaging with inappropriate content (inadvertently or purposefully), making in-app purchases, and interacting with unsafe individuals
- ensure all devices are password protected with access for staff only.
- ensure that where Service-supplied devices are used during transportation and excursions, they must be used in accordance with practices outlined within this policy and associated procedures
- remind families that children enrolled at the OSHC Service are not permitted to bring electronic devices to the Service, unless an exception has been discussed with the approved provider or nominated supervisor where the device may be required to support a child's diagnosed medical condition or disability, such as devices used to support communication, sensory needs or other accessibility requirements

### Personal Device Restrictions

- ensure all staff, educators, volunteers and students adhere to National Law, National Regulations regarding the supply, authorisation and use of electronic devices
- inform all staff, educators, visitors and volunteers of the service's requirements regarding personal electronic devices, including that use of personal electronic devices to capture, store or transmit images or videos of children being educated and cared for by the Service is strictly prohibited
- ensure personal electronic devices are not in the possession of any relevant person while working directly with children at the OSHC Service
- ensure third-party professionals (e.g., NDIS-funded support professionals or inclusion support professionals) comply with the service's requirements and only use a device that their business or institution issues, and this must be a work-only device and not used for personal use
- inform staff that they may be in possession of their personal device during a break, provided no enrolled children are present or have access to the staff room
- let families know that while legislative restrictions on personal device possession do not apply to them when dropping off or collecting their child, they must be cautious when using personal devices around children and comply with the OSHC Service's requirements regarding photography, recording and privacy.

### Authorised Exceptions for Personal Device Use

- ensure written authorisations are provided by the approved provider (where applicable) for prescribed circumstances permitting a person to use or be in possession of a personal electronic device while working directly with children, including:
  - providing support or assistance with the person's disability or health needs (e.g., heart or blood sugar monitoring)



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- communication with a family member of the person. This should only be used in limited circumstances, e.g., urgent family matters.
  - safety or the provision of education and care to the children if a service-supplied device ceases working
  - use in an emergency, e.g., during incidents such as a lost child, injury, lockdown, or evacuation and local emergency events to receive alerts (e.g., government bushfire or evacuation notifications)
  - for work health and safety reasons, e.g., when required for operational activities, for example
    - during excursions or when providing transportation where the device is necessary for safety
    - or the provision of education and care to the children
- ensure risk assessments consider if a service-supplied device will be sufficient to meet the safety requirements of all children without a reliance on personal devices during excursions and transportation
- ensure written authorisations are given in advance for the above purposes, except in circumstances where it is not practical to give prior authorisation, such as in emergencies
- ensure written authorisations given by the approved provider include the approved provider's details, the details of the person authorised to possess or control the personal device, including their name and role, the name of the person making the authorisation, a description of the personal device, the reasons for the authorisation and duration of the authorisation
- ensure a person with an authorisation does not use the personal device to capture, store or transmit images or video of children while working directly with children
- retain written authorisations for a period of 3 years
- review authorisations for prescribed circumstances every 3 months
- revoke authorisations within 48 hours of becoming aware that there is no valid reason to continue the authorisation and ensure any revocation of an authorisation is properly documented.

### Service-supplied Devices

- ensure staff and educators only use service-supplied devices for capturing images or videos of children
- ensure all electronic devices supplied by the service are recorded in writing, e.g., via the *Electronic Service-Supplied Device Record and Register*, including the date of supply, type of device, make, model, serial number, Service details, including the name and signature of the approved provider supplying the device, and a declaration that the device is configured to operate in line with this policy and other related child safe policies; and, where applicable, details of the revocation of the device, including the reason, date, and approved provider's name and signature
- create and maintain a register for all service-supplied electronic devices used at the Service



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- ensure the register includes the type of device, unique identifier (e.g. asset number),
- securely store records relating to the supply of electronic devices for a period of 3 years from the date the record was made
- document the revocation of any electronic devices no longer used by the service
- ensure service-supplied electronic devices are configured, monitored and maintained to prevent unauthorised access or misuse

### Images, Videos and Authorisation

- determine who is authorised to capture, use, store and destroy images and videos of children using service-supplied devices
- inform parents/guardians during enrolment and orientation about how the service will capture, use, store and destroy images and videos of children and young people
- obtain written authorisation from parents/guardians, where required, for:
  - capturing, using, storing and destroying images and videos of children during the provision of education and care
  - collecting and sharing personal information, images or videos online, including through the Service website, Facebook, Instagram or Hubworks
  - children to participate in external photography, including individual or group photographs and photography for marketing purposes (see *Media Authorisation Form*)
  - children to use electronic devices (see *Cyber Safety Authorisation*)
- ensure images or videos of children are not captured, used, stored or shared without the required parent/guardian authorisation
- develop, maintain and share a confidential record of all children who are not authorised to be photographed or videoed, and ensure children without photography authorisation are provided with alternative activities during external photography sessions
- ensure ECIP professionals obtain authorisation from both the approved provider and parent/guardian prior to taking images or video of children while at the service
- ensure staff, educators, visitors and volunteers do not transfer images or videos from service-supplied devices to personal devices. Unauthorised transfer of digital data may result in disciplinary action.

### Data and Privacy

- ensure the *Privacy and Confidentiality Policy* is adhered to at all times
- ensure images and videos are stored securely using password protection, with access limited to authorised persons only
- perform back-ups of all digital data, whether stored offline or online (such as a cloud-based service)
- digital data stored at the service is deleted and destroyed in accordance with the *Record Keeping and Retention Policy*
- ensure every child is protected from exploitation of photographic and video images
- ensure images and videos do not show children in distress, in positions that may be perceived as sexualised or in a state of undress



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- retain images and videos that form part of a record, such as records relating to a child or staff member, for the applicable record retention period; after the required retention period, securely delete or destroy these images and videos from all relevant storage locations and formats, including electronic and physical copies
- securely delete or destroy images and videos that do not form part of a record, or that are no longer required for the purpose for which they were taken
- notify the OAIC in the event of a possible data breach by using the online [Notifiable Data Breach Form](#). This could include:
  - a device containing personal information about children and/or families is lost or stolen (parent names and phone numbers, dates of birth, allergies, parent phone numbers)
  - a database with personal information about children and/or families is hacked or accessed without authorisation
  - personal information about a child is mistakenly given to the wrong person (portfolios, child developmental report)
  - a device containing personal information is left behind during an excursion or other Service activity.

### EDUCATOR RESPONSIBILITIES

- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedures
- understand and comply with their child protection obligations and, where applicable, mandatory reporting obligations, NSW Child Safe Standards and their duty of care to ensure that reasonable steps are taken to prevent harm to children
- complete the required child safety and child protection training within the prescribed timeframes (see *Child Protection Policy*)
- participate in practical training related to digital safety, privacy protection and responsible use of technology
- promote and contribute to a culture of child safety and wellbeing in all aspects of our service's operations, including when accessing digital technologies and online learning environments
- implement active supervision strategies when children are accessing online environments to promote their safety
- only permit children to use devices in open areas where educators can monitor and support children's use
- not use, or have access to, any personal electronic devices while working directly with children, unless authorised by the approved provider or in other prescribed circumstances
- not access personal social media on any device while working directly with children
- keep passwords confidential and log out of computers and software programs when not in use
- comply with the service's authorisation requirements before taking images or videos



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- ask permission before taking images or videos of children on any device and explain to children, in an age-appropriate way, how images and videos of them will be used and where they may be published
- ensure images and videos do not show children in distress, in a position that may be perceived as sexualised or in a state of undress, including where genitalia may be exposed
- ensure children's personally identifiable information is not shared online without appropriate authorisation
- ensure images, videos and personal information are not transferred from service-supplied devices to personal devices or accounts
- ensure screen time is not used as a reward or to manage challenging behaviour
- ensure any digital media, television programs or online content accessed at the service are age-appropriate, culturally respectful
- introduce concepts about online safety to children at age-appropriate levels
- consult with children about matters that affect them, including the use of online environments
- report any concerns related to child safety, including inappropriate use of digital technology, to the approved provider or nominated supervisor, and relevant authorities (see *Child Protection Policy*)

### VISITORS, VOLUNTEERS AND STUDENTS WILL:

- adhere to this policy and associated procedures while visiting or working at the service
- volunteers and students will complete the required child safety and child protection training within the prescribed timeframes (see *Child Protection Policy*) and comply with their child protection obligations and, where applicable, mandatory reporting obligations and duty of care to take reasonable steps to prevent harm to children
- obtain written authorisation from parents/guardians and the approved provider before capturing images or videos of a child (applies to NDIS-funded support professionals, inclusion support professionals and ECIP professionals)
- not use personal electronic devices to take images, record audio or capture video of children being educated and cared for at the Service
- maintain confidentiality and not disclose or share personal information, images or videos of children outside the Service unless authorised by the Service or required by law
- report any concerns related to child safety, including inappropriate use of digital technology, to the approved provider or nominated supervisor.

### FAMILIES WILL:

- adhere to this policy and associated procedures
- not use personal electronic devices to capture images, record audio or capture video of children being educated and cared for at the service
- provide written authorisation, where required, indicating whether or not the service may take, use, store or destroy images or videos of their child



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- provide written notification if they wish to withdraw or change their authorisation at any time
- provide written authorisation for individuals visiting the service to capture images or videos of their child/ren (e.g., ECIP professionals, professional photography for marketing, school photos etc.)
- take care when uploading or sharing images, videos or other information through service-approved communication platforms, considering the privacy, dignity and safety of all children, including their own child
- be mindful when using personal electronic devices at the Service and take reasonable steps to protect children's privacy and safety
- be aware that other children may feature in the same images, videos and observations as their child, and not copy, share or upload these, or any information identifying other children, to the internet or social networking sites.

### SOFTWARE PROGRAMS AND APPLICATIONS

Our service uses a range of secure software programs and applications on service-supplied devices to support the educational program and administration of the Service.

- Only service-approved software programs and applications are used on service-supplied devices
- All applications used by staff, educators, visitors and children are carefully selected, regularly reviewed for suitability and security, and kept up to date
- Access to software programs and applications is password protected
- Each user has an individual user account and does not share login details or account access with others
- Educational program software used by educators to share observations, images, videos, daily reports, and learning portfolios with families is hosted on a secure, service-approved platform
- Programs requiring additional background checks, such as Child Care Subsidy (CCS) software, are only accessed by authorised staff who have completed the necessary screening processes in accordance with Family Assistance Law
- Software programs and applications that are no longer required, supported or considered suitable are removed from service-supplied devices.

### ARTIFICIAL INTELLIGENCE (AI) USE

Educators or staff using AI must be aware of limitations, privacy and security risks, and the potential for errors in the information it provides.

- AI may be used to support documentation tool; however, educators and staff must verify the accuracy of AI generated information and not rely upon AI as an authoritative source
- Educators and staff must use their professional judgement when using AI and verify that information obtained from AI is accurate, appropriate and contextually relevant



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- Educators and staff must only use AI tools approved by the service and must not enter personal or identifying information about children, families or staff, such as their full names and dates of birth, images or videos into AI tools.
- Data and privacy concerns must be addressed in accordance with this policy and the *Privacy and Confidentiality Policy*.

### BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their employment obligations and may face disciplinary action. Serious breaches may result in notification to the regulatory authority or other relevant authorities where required.

Visitors, volunteers and students who fail to comply with this policy may face termination of their engagement.

Family members who do not comply with this policy may have their access to service facilities or communication platforms restricted, where reasonably necessary to protect children's safety, privacy and wellbeing.

### CONSIDERATIONS

#### NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY |                             |                                                                                                                                                                                             |
|----------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2                                          | Safety                      | Each child is protected                                                                                                                                                                     |
| 2.2.1                                        | Supervision                 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                                                           |
| 2.2.3                                        | Child Safety and Protection | Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP    |                             |                                                                                                                                                                                             |
| 7.1.2                                        | Management System           | Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.                                                              |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS |                                                                       |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| S. 162A                                                           | Child protection training                                             |
| S. 2A                                                             | Paramount consideration—safety, rights and best interests of children |
| S. 3A                                                             | Paramount consideration                                               |
| S. 162B                                                           | Child safety training                                                 |



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|         |                                                                                                            |
|---------|------------------------------------------------------------------------------------------------------------|
| S. 165  | Offence to inadequately supervise children                                                                 |
| S. 166A | Offence to subject child to inappropriate conduct                                                          |
| S. 167  | Offence relating to protection of children from harm and hazards                                           |
| PART 6A | Devices in education and care services                                                                     |
| 12      | Meaning of serious incident                                                                                |
| 73      | Educational Program                                                                                        |
| 76      | Information about educational program to be given to parents                                               |
| 84      | Awareness of child protection law                                                                          |
| 115     | Premises designed to facilitate supervision                                                                |
| 122     | Educators must be working directly with children to be included in ratios                                  |
| 123     | Educator to child ratios – centre-based services                                                           |
| 128B    | Child protection training                                                                                  |
| 128D    | Foundation child safety training                                                                           |
| 128E    | Advanced child safety training                                                                             |
| 149     | Volunteers                                                                                                 |
| 155     | Interactions with children                                                                                 |
| 156     | Relationships in groups                                                                                    |
| 168     | Education and care services must have policies and procedures                                              |
| 170     | Policies and procedures to be followed                                                                     |
| 171     | Policies and procedures to be kept available                                                               |
| 172     | Notification of change to policies or procedures                                                           |
| 175     | Prescribed information to be notified to Regulatory Authority                                              |
| 176     | Time to notify certain information to Regulatory Authority                                                 |
| 179A    | Prescribed information to be kept in written record of authorisation to possess or control personal device |
| 179B    | Prescribed period to keep written record of authorisation to possess or control personal device            |



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|     |                                                      |
|-----|------------------------------------------------------|
| 181 | Confidentiality of records kept by approved provider |
| 183 | Storage of records and other documents               |

### RELATED LEGISLATION

|                                                                                                                                     |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Child Care Subsidy Secretary's Rules 2017                                                                                           | <i>Privacy Act 1988 (Cth)</i>       |
| Family Assistance Law – Incorporating all related legislation as identified within the <a href="#">Child Care Provider Handbook</a> | Surveillance Devices Act 2004 (Cth) |

### RELATED POLICIES

|                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Behaviour Guidance: Bullying Policy<br>Child Safe Environment Policy<br>Child Protection Policy<br>Code of Conduct Policy<br>Dealing with Complaints Policy<br>Educational Program Policy<br>Enrolment Policy<br>Communication Policy<br>Governance and Leadership Policy | Incident, Injury, Trauma, and Illness Policy<br>Interactions with Children Families and Staff Policy<br>Confidentiality Policy<br>Programming Policy<br>Protected Disclosure (Whistleblower) Policy<br>Record Keeping Policy<br>Staffing Arrangements Policy<br>Student, Volunteer and Visitor Policy<br>Supervision Policy<br>Social Media Policy |
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UPDATED AND ENDORSED: October 2026

DATE FOR REVIEW AND EVALUATION: October 2027