

## Policy Statement

Little Adventures Early Learning is committed to creating a secure, respectful, and developmentally supportive environment for all children. As part of our commitment to maintaining high standards of safety, privacy, and supervision, the use of personal electronic devices by staff and visitors is strictly controlled. This policy outlines our expectations regarding the use of both personal and service-issued technology while on the premises.

## Rationale

Personal electronic devices, such as smartphones and smart watches, can present significant risks in early learning environments. These devices may distract educators from actively supervising children and can compromise the privacy of children and families. Our policy ensures that all technology use within our service is appropriate, secure, and used only to enhance learning or fulfil operational responsibilities. This approach aligns with National Child Safe Principles and Quality Standards and The Model Code 2024.

## Implementation

To ensure the wellbeing of children and the integrity of our learning environment, the following practices must be adhered to:

- Personal mobile phones, tablets, laptops, USB sticks, and similar devices must not be brought into classrooms or areas where children are present. Personal devices can only be used for health and wellbeing purposes with written approval from the Approved Provider or Nominated Supervisor, and must not be used for personal communication under any circumstances.
- Basic fitness trackers without any capability to take or share images may be approved in writing by the Approved Provider or Nominated Supervisor.
- Educators and staff must store personal devices in designated staff-only areas such as lockers, office, and staff rooms. Personal phones can be used in the staffroom or office, or outside of the premises only.
- In the case of an emergency situation such as an evacuation, for additional needs or disability support, for a medical emergency, or external excursion, staff are permitted to use their personal devices strictly for medical condition management (for example, blood glucose level monitoring apps) or to make emergency phone calls only. In the case of technology failure, staff may also use personal devices to monitor emergency services notifications or to access service software. In all of these instances however, no taking or sharing of images or videos is to occur. Permitted use of personal devices is registered on the service's Device Register
- The only devices that may be used in rooms with children are those provided by the service for educational or administrative purposes.
- Service devices must never be taken into the staffroom, bathrooms, toileting areas, or left unattended where families, students, or visitors may gain access.
- Staff must log out of service systems after use and ensure devices are locked when not in use.
- Any staff member observing or suspecting a breach must report it to the Nominated Supervisor immediately.
- This policy also applies to Students, Volunteers and Visitors. Students on practicum placements can utilise the staffroom for storage during their placement, and visitors may leave their devices in the office if they choose to bring them onto the premises.

Breaches of this policy will be addressed in accordance with our Code of Conduct and disciplinary procedures. Depending on the severity, consequences may include:

- Cancellation of visitation privileges for approved visitors
- Verbal or written warnings
- Review of ongoing employment or placement
- Notification to relevant authorities where required under child protection legislation

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## References

- Education and Care Services National Law
- Education and Care Services National Regulations.
- Guide to the National Quality Framework
- Australian Children's Education & Care Quality Authority. (2024). [Taking Images or Videos of Children While Providing Early Childhood Education and Care. Guidelines for the National Model Code.](#)
- Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms.
- NSW Government. Children and Young Persons Act. NSW Government. (2023). [Office of the Children's Guardian](#)
- Privacy Act 1988

## Policy Review

The Service encourages staff and families to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part of the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.