

Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten Child Safe Practices for Digital Technologies and Personal Electronic Devices Policy



If you need help to understand the information in this policy, please contact
(03) 9968 2500.

PURPOSE

To ensure that all staff, students and members of our school community understand:

- (a) The Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten’s commitment to promoting safe, responsible and discerning use of digital technologies, in relation to taking images or videos of children
- (b) The school’s commitment to abiding by the National Model Code and the Education and Care Services National Regulations to ensure the safety of children attending early childhood education services
- (c) Our school’s policies and procedures for restricting the use of educator’s personal devices, particularly in the capture and use of photographs and videos of children engaging in our service, and storage of any photographs or videos.

SCOPE

This policy applies to all staff at Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)

Staff use of technology is further governed by both Australian Children’s Education and Care Quality Authority (ACECQA) and The National Quality Framework (NQF), in line with the following:

- [National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care \(National Model Code and Guidelines\)](#)
- [Education and Care Services National Law \(National Law\)](#)
- [Education and Care Services National Regulations \(National Regulations\)](#)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Yalingbu Yirramboi – The Royal Children’s Hospital School Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “devices” are defined as any device that can capture images/videos and personal storage and file transfer media. These include phones, tablets, digital cameras, smart watches with cameras, wearables (IE camera glasses), SD cards, USB drives, and hard drives.

“Staff” are defined as any person providing education and care and working with children at Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten, regardless of title. This includes, but is not limited to educators, volunteers and education support staff.

POLICY

Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten is committed to providing a safe environment for all children, staff and members of our community. The following policy ensures staff uphold child safe practices when using electronic devices to take images or videos of children, in line with the National Model Code and Guidelines.

Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten policy regarding the use of personal electronic devices is as follows:

- Only service-issued electronic devices can be used for capturing images and/or videos of children
- Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, and smart watches) should not be in the possession of any person while providing education and care and working directly with children
- Personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the possession of any person while providing education and care and working directly with children
- Any exceptions to this should be limited. Any exemptions, in cases of essential purposes must be authorised in writing by the approved provider of the service. Any exemptions must not impede the active supervision of children. Essential purposes for which the use and/or possession of a personal electronic device may be authorised include:
 - Communication in an emergency
 - Personal health required, e.g. heart or blood sugar level monitoring
 - disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
 - Family necessity, e.g. a worker with an ill or dying family member
 - technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred
 - Local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.
- Images and videos of children may only be stored in a secure location, within the YYRCHS, The Royal Children’s Hospital and Department of Education, including within the Compass system. Images and videos may not be stored on any personal electronic devices.
- Photographs and videos of children will be destroyed or de-identified when no longer needed for the purpose it was collected

These restrictions apply to any person providing education and care and working with children at Yalingbu Yirramboi – The Royal Children’s Hospital Kindergarten, regardless of title. For third-party professionals attending the RCH and working directly with children, they can use a device only for work purposes (not personal use) and issued by their business/institution.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes.

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Cybersafety and Responsible Use of Technologies](#)
- [Acceptable Use Policy for ICT Resources](#)
- [Duty of Care](#)

The following school policies are also relevant to this policy:

- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy
- Digital Learning Policy
- Duty of Care Policy
- Supervision Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
Next scheduled review date	September 2027

The Child Safe Practices for Digital Technologies and Personal Electronic Devices policy will be reviewed and approved by the School Council