



CHILD SAFETY - TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY CHILDHOOD EDUCATION AND CARE (V-BP)

Best Practice (ahead of adopting) – Quality Area 2

PURPOSE

The child safe policy sets out the Centre's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the Centre's approach to the Child Safe Standards.

To meet the diverse needs of each child and the protective factors to ensure their safety and wellbeing.

Outlets Co-operative Neighbourhood House LTD Child Safe Policy addition to our Child Safety procedures choose to follow voluntary and **commit ahead** of adoption of the National Model Code and their Guidelines and align with the Statement of Regulatory Expectations – National Model Code (SRE-NMC)

- to implement child safe practices regarding the use of electronic devices for taking images or videos of children while providing education and care
- increase awareness of staff, volunteers and families regarding child safety risks and considerations in using electronic devices for taking images or videos of children while providing education and care
- commit to adopting and implementing child safe practices regarding use of electronic devices across ahead of possible introduction of regulatory changes under the *Education and Care Services National Law 2010* (National Law)
- offer best practice advice and information to support these practices.

SCOPE

- This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Outlets Co-operative Neighbourhood House LTD.
- In implementing the National Model Code, as approved provider, we have consulted with educators, other staff and families/carers who address our service and specific situation and our unique context. Including in relation to use of devices by families, carers and other visitors to the service, and use of children's personal electronic devices, where applicable.

POLICY

Outlets Co-operative Neighbourhood House LTD has a moral, ethical and legal responsibility to ensure that all children are safe in their care including:

Social Policies - relating to the culture of child safety and wellbeing within the service and the safe use of online environs at service, and;

Taking of Images and Videos *by any persons* while in the ECEC unit and environs; unless authorised by Approved Provider Manager of Control.

National Model Code

Part 1

Only service-issued electronic devices should be used when taking images or videos of children while providing education and care. The appropriate use of service-issued electronic devices for taking, sending and storing images or videos of children should be clearly outlined in policies and procedures.

Part 2 Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, and smart watches) and 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 for limited, essential purposes that are authorised in writing (or through another means if written authorisation is not reasonably practicable) by the approved provider of the service, and where that access does not impede the active supervision of children.

Part 3 Essential purposes for which use and/or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, 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.

Part 4

Approved providers and their services have strict controls in place for the appropriate storage and retention of images and videos of children

Refer to **Privacy and Confidentiality Policy**: for more information

Type of record	Timeframe	Reference
Child assessments	Until the end of 3 years after the child's last attendance	Regulations 74, 183
Incident, injury, trauma and illness record	Until the child is 25 years old	Regulations 87, 183
Medication record	Until the end of 3 years after the child's last attendance	Regulations 92, 183
Child's attendance	Until the end of 3 years after the record was made	Regulations 158 – 159, 183
Child enrolment	Until the end of 3 years after the child's last attendance	Regulations 160, 183
Child recorded Images/videos	Until end of 3 years and child's last recorded attendance.	SRE-NMC
Death of a child while being educated and cared for by the service	Until the end of 7 years after the death	Regulations 12, 183

This Policy should be read in conjunction with:

Education and Care National Law -Statement of Regulatory Expectations – National Model Code

Child Safety - and Personal electronic devices

Child Safe -Environment,

Child Safe -Standards

Child Safe -Commitment

Supervision of Children

Staffing Policy

Determining Responsible Person Policy

Participations and Student Policy and Procedure



Outlets Code of Conduct Policy

Communications Interaction Centre Policy

Communication and parent Persons Involvement Policy

Governance and Management of Service Policy

Information Technology Policy

Risk Management Procedure

Privacy and Confidentiality Policy (including Confidentiality + Storage of Records)

Relevant legislations and Standards

- Statement of Regulatory Expectations -National Model Code SRE-NMC
- Education and Care Services National Law Act 2010 Guidelines – Taking Images or Videos While Providing Early Childhood Education and Care.
- Quality Area 2 – NQF Child Safety – Child Safety Assessment guide
- Child Safety – NQF Online Safety Guide
- CSReg 112(2)(h) Outlets Co-op NH House LTD – Child Safe -Environment, Standards and Commitment Policies. (QA2)
- CSA Reg 112(2)(i) Outlets Co-op NH House LTD – Staffing (QA4)
- CSReg 107-124 Privacy and Confidentiality (QA7)
- CSReg 104-105 Communications Interactions Centre Policy + Information Technology (QA5+QA7)
- CSReg 106 Communication and Parent Persons Involvement Policy (QA5)
- CSReg Part 4-5) Code of Conduct (QA4)

ATTACHMENTS

- Education and Care Services National Law Act 2010 – Taking Images or Videos While Providing ECEC
- The Guidelines for the National Model Code – Taking Images and Videos
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AUTHORISATION

This policy was voluntarily committed to adopt the National Model Code by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on Wednesday 27th August 2025

REVIEW DATE:

Policy Review This policy will be reviewed annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.