






Early Years - Procedure

eSafety, Digital Technology and Use of Personal Devices in Early Years

Procedure Number:	D25 - 59697	Directorate:	Connected Communities
Approval by:	Manager Family Children's Services	Responsible Officer:	Strategic Partnerships and Planning Lead; Policy & Planning Officer
Approval Date:	01/09/2025	Version Number:	1.0
Review Date:	1 Year from approval date	Service Type:	    
Related Quality Area or Sector Standard	QA1 – Educational Program and Practice QA5 – Relationships with Children QA6 – Collaborative Partnerships with Families and Communities		

Purpose

The procedure provides direction on providing a child safe environment when it comes to the safe use of digital technologies, the use of personal devices and online environments.

This procedure provides direction to Council Early Years Services to:

- How to comply with the National Model Code for taking images or videos of children while providing early childhood education and care.
- Provide instruction to educators and staff on the prohibition of personal electronic devices.
- Provide training and support for educators to understand and fully comply with the National Model Code.
- Support and provide training for early years staff to implement child safe practices when-taking digital images or videos and recordings of children for educational documentation, education programming and health and safety concerns.
- Increase awareness regarding child safety risks whilst using digital technologies, generative artificial intelligence and personal devices when taking images or videos and recordings of children for educational documentation, education programming and health and safety concerns.

Policy Statement

Early Years services must adhere to the Education and Care Services National Regulations and Child Safe Standards including strict controls on device use, image storage, and privacy to protect all children and build trust with families. All early childhood and education services must also comply with the National Model Code which sets standards for child safe practices for the use of electronic devices while providing early childhood education and care.

Council Early Years Services is committed to:

- Complying with the National Model Code for the use of electronic devices while providing early childhood education and care.
- Comply with privacy legislation in relation to digital media (any digital recording of a child such as photo and video or audio recording) taken by early years staff.

Scope

This procedure applies to the approved provider, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, additional assistants, Maternal Child Health Nurses, Preschool Field Officers, Playgroup Facilitators, students on placement, volunteers, families, children and others attending the program and activities of Council Early Years Services

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 should have strict controls in place for the appropriate storage and retention of images and videos of children

Who does the National Model Code apply to:

The National Model Code applies to any person who is providing education and care and working directly with children.

Examples include:

- teachers and educators, including casual and agency staff
- students attending the service as part of a practicum and representatives of tertiary providers who attend the service to assess students
- volunteers, including parent volunteers
- any third parties delivering programs or incursion activities to children in a service, whether paid or unpaid
- allied health and inclusion professionals attending a service to observe, assess or work with a child at the service
- mentors or coaches attending the service to support teachers or educators working with children or providing education and care

- preschool field officers
- primary school teachers attending a service as part of a school transition program.

If a third-party professional attending a service and working directly with children (such as an allied health or inclusion professional) needs to use a device (for example, to undertake an assessment or take notes) they can use a device that is:

- issued by their business or institution; and
- used only for work purposes (and not personal use).

Broader child safe policies and procedures, including for the safe use of digital technologies and online environments at the service, will continue to apply in these examples.

Facilitating the use of service-issued devices

Services may consider facilitating the use of a service-issued device where:

- a student attending the service as part of a practicum; or
- a visiting allied health or inclusion professional needs to take images or videos but has no business or institution-issued device.

Who the National Model Code does not apply to:

The National Model Code does not apply to people who are not providing education and care and not working directly with children.

This includes:

- Parents and carers attending the service to drop off or pick up their child.
- Victorian Regulatory Authority Authorised Officers.
- Police and officers of other regulators, such as environmental health officers.
- Third parties who are attending the service but are not working with children or providing education or care (for example, maintenance contractors).

Broader child safe policies and procedures and supervision requirements continue to apply in these examples.

Staff using personal devices to access Arrival or EnrolNow

Teachers and educators cannot use personal devices for multi-factor authentication to access and use Arrival while providing education and care and working directly with children.

Essential purposes for which use and / or possession of a personal electronic device may be authorised

The National Model Code guidelines list the following essential purposes for which the use or possession of a personal devices may be authorised where access does not impede the active supervision of children:

- 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.
- Emergency communication during excursions and regular outings - for example, when groups of children and educators get split up

Documentation required for essential purposes authorisations

All authorisations must be documented by the approved provider:

- Authorisations must be made in writing in advance where possible.
- Approved providers must create and maintain suitable logs or registers for recording:
 - authorisations made in writing in advance, and
 - retrospectively, authorisations made through another means where written authorisation is not possible (for example, in an emergency situation).
- The logs or registers should be stored securely. All documentation should be available at the service for authorised officers to inspect. An online log can be found here: [Authorisation Log – Use of Personal Device whilst directly working with children](#)

Authorisation must be given by the Approved provider before a staff member commences working with children whilst carrying a personal device.

When staff can use personal devices

Personal devices can be accessible to teachers, educators and other staff when they are not providing education and care or working directly with children.

Examples could include:

- while taking a scheduled break from work, such as a lunch or tea break
- during planning time
- during administrative activities.

Staff can also carry and use personal electronic devices that:

- cannot take images or videos, and
- are not storage and file transfer media.

Acceptable use of Technology

When used thoughtfully, technology can complement hands-on learning by supporting skills like problem-solving, creativity, and digital literacy. Introducing technology in a balanced way prepares children for a digital future while encouraging curiosity and collaboration. At Council, "acceptable use of technology" means using digital tools to support children's learning and development in line with Child Safe Standards and Knox City Council's digital policies.

- Technology should not replace face-to-face engagement between educators and children.
- Only Knox City Council approved software applications may be used when working with children and families. If unsure of available software applications, speak to your upline.
- Ensure 'safety' or 'parental controls' have the necessary filters applied to ensure dangerous or explicit content is removed from search functions.
- Acceptable use of technology respects child/ren privacy, promotes collaboration, and supports their agency and autonomy
- Educators should seek children's consent before taking photos, honouring their right to control their digital image
- Use the 24-Hour Movement Guide to inform digital media practice (outlined below)
- Staff must only use Council-provided devices for capturing or storing children's digital content (including photos, videos and voice records)
- Personal devices are prohibited for documenting or sharing children's information
- 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.

- Exceptions for staff carrying personal devices are for medical purposes only. This could include blood glucose monitors or communication devices. These require consultation with leadership in regard to the day-to-day management of these devices.

Inappropriate Images or Videos

Inappropriate images or videos are any that are not directly relevant to the child's participation in the activities of the approved provider. Examples of inappropriate (and potentially illegal) images or videos include where a child is:

- not appropriately dressed, for example, in their underwear, in a state of undress, completely undressed or with their genitalia exposed.
- In a position that could be perceived as sexualised in nature.
- In distress or anxious / experiencing or demonstrating distress or dysregulation.

It is inappropriate for an image or video of a child to be shared to platforms beyond the intended educational purpose of the image or video. Any image or video recording of a child can become inappropriate if shared in the wrong context or for an unintended purpose.

Dealing with Emerging Technologies – Generative AI

Generative AI is a type of artificial intelligence that generates images, documents and text based on prompts for questions you ask it and is increasingly used across the education sector as well as Council.

Co Pilot is Council's preferred AI tool for security and storage of data. Other AI tools including AI meeting and transcription assistants are not recommended as they can pose a considerable data security risk to Council and our community.

It can assist educators with - administrative tasks like planning timelines, creating checklists, permission forms, and parent factsheets, as well as generating group learning ideas.

To protect children's privacy AI must NOT be used to - assess, document, or evaluate children's learning, or be used with identifying details like names, images or service locations.

Having the ability to document, assess and evaluate a child's learning is an integral part of being an early childhood educator or early childhood teacher. The use of AI can diminish the capacity of educators being able to adequately capture the child's learning and in turn providing the relevant learning experiences to support their ongoing learning and development. For further information for Council Approved AI, please click the link here: [Artificial Intelligence \(AI\) tools](#). Council early years staff are encouraged to complete training prior to using 'Copilot', Council's approved AI tool. Training modules for using AI and 'Copilot' can be found on 'Council's PageUp' System.

24 Hour Movement Guidelines for Children

The [24 Hour Movement Guideline](#) research suggest that [excessive time on screens](#) can impact weight, motor and cognitive development, social and psychological wellbeing, behavioural problems such as anxiety, hyperactivity, attention issues, self-esteem and psychosocial health. The table below outlines the screentime and sedentary limits for children over a 24-hour period:

0-2 Years of Age – NO Screen Time

2-5 Years of Age - NO more than 1 hour of screen time per day

6-17 Years of Age - NO more than 2 hours of screen time per day (not including schoolwork).

Devices provided by the Family or Guardian

There are circumstances where families may provide a digital device for use with their child whilst in a care setting. Devices provided by families should only be used for the following purpose:

Communication	Communication or Augmentative Alternative Communication (AAC) applications can be used to further support a child's communication and inclusion in the program or service. These applications are generally stored digitally on a computer tablet or iPad.
Medical Support	Medical Devices such as glucose/cardiac monitors or medical monitoring applications on a mobile phone can be used to further support the child's inclusion and medical needs in a program or service.

When these devices are provided for a child to be used at the service they must:

- Be used for only the purpose outlined in the agreement
- Have 'safe search' modes activated
- Only record the child if medically appropriate – screenshot of the data in the application
- Only record the child (for whom the device is supporting) to further enhance their communication abilities – such as recording a picture of them completing an activity to then be stored in the communication application.
- Be safely stored away from public access when not in use, or taken home at the end of each day

A 'Personal device for a child' usage agreement will be completed and approved by the nominated supervisor in collaboration with the family to outline the above before the device may be left at the service.

To ensure the ongoing safety all children, *children are not able to wear smart watches or wearable technology that have the ability to record audio, image, video or receive and make calls* – with the only exceptions being for communication purposes or medical support.

Raising Technological Concerns

Technological concerns in early childhood education may arise and the family or guardian may need to seek further assistance. Educators should regularly check in with children about their technology use. Families can raise concerns with educators, and if unsatisfied, they can escalate them to leadership or file a formal complaint through the [Complaints Procedure](#).

Visual Surveillance Devices or Closed Caption TV (CCTV)

The [Knox Visual Surveillance Policy](#) and [Procedure](#) ensures the lawful and appropriate use of Council-owned surveillance devices in public areas or Council-managed sites. Currently, surveillance is only used outside Early Years Services. Any request to install surveillance inside these sites must follow the policy and receive approval from the Knox Visual Surveillance Committee.

Responsibilities

- | | |
|-----------------------------|--|
| Approved Provider | <ul style="list-style-type: none"> • Ensure online use follows Staff Code of Conduct Policy, Child Safe Standard Code of Conduct, and risk management. |
| Nominated Supervisor | <ul style="list-style-type: none"> • Ensure all staff use Council devices only with safety filtering and monitoring settings applied. • Ensure all staff use Council approved digital platforms and applications |

- Implement and review safety procedures for digital communication and documentation as outlined in this procedure and the [Child Safe Standard Code of Conduct](#).
- Provide guidance to all staff for capturing, storing, and sharing of children's images per privacy policies.
- Review online safety education annually and ensure accessibility for non-English speakers.
- Provide families with online safety info and feedback channels.
- Gain appropriate consent for a child's image to be used, shared or stored upon an approved Enrolment or Communication Platforms (such as Educa, EnrolNow, Qik Kids) as per [Registration, Enrolment and Orientations Procedure](#).
- Audit Council devices at intervals across the year to check any or all images obtained.
- Audit Staff training and comply with Child Safe Standards Training, Child Protection Training and Esafety Training (along with all other mandatory Council Training)
- use of service-issued electronic devices is regularly monitored to ensure that they are being used appropriately
- Assess risks of third-party contractors and all online tools before children's use.
- Provide families with information on how Council and Early Years services capture, document, manage and store digital information of children as outlined in this procedure.
- Making determinations of who has access to images and videos of children – such as accessing digital and hard copy files, including the movement of these onto devices and platforms that are not approved or monitored by the service.
- Make Provisions for and support designated staff to digitally archive children's images, videos or recording as per Corporate Record Policy. *This should be done annually at a minimum.*
- Make provisions for how long images are stored and how/when they are destroyed. This will include reasonable steps to destroy or de-identify personal information when no longer needed for the purpose it was collected.
- Follow the approved procedure or comply with (and support staff to comply with) Police or child Protection requiring images or recordings.
- Display signage in public areas to "Do not capture images, recordings, videos whilst in attendance" for anyone attending an Early Years Service.

Early Childhood Teacher

Educators

And all other Staff

- Use only Council devices to capture, store and record images or recordings of children.
 - Securely store and destroy digital media as per legislation and [Record Management Policy](#) and [Confidentiality of Records Procedure](#).
 - Prohibit sharing images on social media or with unauthorized persons as per Council's [Staff Code of Conduct Policy](#) and [Child Safe Standard Code of Conduct](#).
 - Inform families about photography rules at service events, this includes all events onsite and offsite.
-

- Report any and all breaches to privacy in relation to digital media to a people leader as per the [Staff Code of Conduct Policy](#) and [Child Safe Standard Code of Conduct](#).
- Store digital media in the Council approved record management system (Knox Explorer or 'KX') as per [Record Management Policy](#).
- Engage in ongoing professional learning about online safety.
- Comply with privacy policies and council approved digital platforms
- Complete risk assessment on digital tools if required
- Use only council approved digital platforms when working with children's information or data
- Apply safety filtering and monitoring controls on all devices (if not already applied)
- Provide families with online safety resources and support children's safe digital play.
- Collaborate on online safety agreements with children and families.
- Supervise digital technology use and promote digital wellbeing (movement, posture, balanced use).
- Model respectful, self-regulated technology use and seek children's consent before photos/videos.
- Adhere to the Child Safe legislation.
- Understand and comply that Reportable Conduct will apply when working online
- Respect diversity and uphold children's digital rights.
- Inform children how to respond to inappropriate online material.
- Promote shared understanding of technology use by adults in front of children.
- images, videos or content are not inappropriately posted online or shared through other applications, including those not for the purpose of sharing with a child's family or carer.
- Have provisions in place for the safe storage and use of device used to take and store children's images and videos during service events, incursions and excursions.
- Store service owned devices in a safe location when not in use, minimising the risk of the public having access to service owned devices.
- All staff to store their phone in a safe location where it is not in use when directly working with children.
- All staff are prohibited from using personal devices that can take images, photos, videos, personal storage devices and file transfer media whilst working directly with children. This can include, but is not limited to phones, tablets, digital cameras, smart watches with camera recording functions, wearables such as camera glasses, SD cards, USB drives, USB drives.
- Teachers and educators cannot use personal devices for multi-factor authentication to access and use Arrival/EnrolNow/QikKids while providing education and care and working directly with children. Teachers and Educators will seek support from leadership if they are required to complete multi – factor authentication whilst working directly with children.
- Educators will seek and obtain documentation from parent/guardians to share images or recordings with allied health professionals.

	<ul style="list-style-type: none"> Do not share or transfer any images or recordings of a child from a service issued device to a personal device. Only use a service issued device whilst working from home.
Parent/Guardians	<ul style="list-style-type: none"> Provide feedback during review periods of online safety procedures. Provide appropriate consent for a child's image or recording to be used, shared or stored upon an approved Enrolment or Communication Platforms (such as Educa, EnrolNow, QikKids) as per Registration, Enrolment and Orientations Procedure. Sign and comply with device and online safety agreements where required. Do not reshare any children's photos/videos from parent platforms. Do not capture and store any images of a child on a personal device whilst inside the Early Years Services. Do not capture and store any images of a child on a personal device whilst attending or participating in a service event (including onsite and offsite events)
Contractors, Volunteers, Students	<ul style="list-style-type: none"> Students must obtain documented permission from the child's parent or guardian to capture children's image, recording or learning/developmental information Students must seek children's verbal consent before capturing images or recordings of the child. The Early Years Service has the right to refuse images or recordings captured on service issued devices be shared with the student/s on placement/practicum. Volunteers and contractors are prohibited from taking photos, videos, or recordings of children on personal devices. Ensuring all volunteers and students complete Child Safe Training prior to or at commencement at a service as per Participation of Students and Volunteers Procedure Check and record the status of the Working with Children (WWCC) Check of volunteers and students where required as per Participation of Students and Volunteers Procedure Ensuring that volunteers, students and parents/guardians comply with the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law</i> and all service policies and procedures (<i>Regulations 170</i>) including the Staff Code of Conduct Policy, Child Safe Policy, Interactions with Children and Privacy and Confidentiality Policy while attending the service Visitors to the service including Allied Health Professional, Preschool Field Officers, Incursion providers can capture images or recordings of children with prior permission and by only using a service issued by their business or institution; and used only for work purposes (and not personal use).

Related References

- [Community Plan \(2021–31\)](#)
- [Council and Health and Wellbeing Plan \(2021–25\)](#)

Related Policies & Procedures

- [Visual Surveillance Policy](#)
- [Visual Surveillance Procedure](#)
- [Governance and Management, Including Confidentiality of Records](#)
- [Child Safe Environment and Wellbeing](#)
- [Knox City Council Complaints Procedure](#)
- [Education Program and Practice](#)
- [Excursions and Regular Outing Form](#)
- [Enrolment and Orientation](#)
- [Equity, Diversity and Inclusions](#)
- [Relationships with Children](#)
- [Confidentiality of Records](#)
- [Supervision of Children](#)

Relevant Legislation and Standards

Relevant legislation and standards include but are not limited to:

- [Child Safe Standards](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Early Childhood Australia Code of Ethics](#)
- [National Quality Standards](#)
- [National Model Code](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Online Safety Act 2021](#)
- [Privacy and Data Protection Act 2014](#)
- [Privacy Act 1988 \(Cth\)](#)

Sources

- [National Model Code](#)
- [Child Safety and Personal Electronic Devices – Department of Education Factsheet](#)
- [Early Childhood Australia Statement on young children and digital technology](#)
- [Early Year Learning and Development Framework](#)
- [eSafety Commissioner](#)
- [eSafety's professional learning modules](#)
- [National Model Code - Taking images in early childhood education and care](#)
- [Online Safety Agreement](#)
- [The eSafety Guide](#)
- [The Playing IT Safe Framework and Alignment](#)
- [Victorian Early Years Learning and Development Framework](#)
- [24 Hour Movement Guideline's for Children](#)

Definitions

Term	Meaning
Artificial Intelligence	Artificial intelligence (AI) is a set of technologies that enable computers to perform a variety of advanced functions, including the ability to see, understand and translate spoken and written language, analyse data, make recommendations, and more.
Digital communication platform	video conferencing software program such as Zoom, Goggle Classroom, Microsoft Teams, Webex Meetings, Skype
Digital documentation	Recording and analysing children’s engagement and learning using digital tools. This can include photos, text and video and may be communicated via an online platform.
Digital literacy	The ability to identify and use technology confidently, creatively and critically to meet the demands and challenges of living, learning and working with digital technologies like internet platforms, social media, and mobile devices.
Digital technology	Microprocessors or small ‘chips’ that convert information into numbers that is translated into data and can be made accessible to large groups. There many types of digital technologies used by people in daily life include computers, tablets, smart televisions, smartphones and smart watches, wearables such as smart glasses, SD cards, USB drives, or hard drives.
Filtering	Software designed to automatically sort incoming emails into folders, block access to certain web pages, etc., according to present rules or conditions.
Interactive Media	refers to digital and analog materials, including software programs, applications (apps), broadcast and streaming media, some children’s television programming, e-books, the Internet, and other forms of content designed to facilitate active and creative use by young children and to encourage social engagement with other children and adults.
The National Model Code	The National Model Code and Guidelines are intended to support early childhood educators, as champions of child safety, and complement relevant child safety activities and strategies already in place across the early childhood education and care sector.
Personal Device	A digital device that that is purchased or owned by an individual rather than an organisation. This is a device that is not issued by an employer.
Screen time	A general term that includes any time a child engages with an electronic screen, including (but not limited to) watching television, engaging with educational games or creating digital books.
Sedentary Behaviour	Sitting or lying down; awake but relatively inactive or stationary.

Service Issued Device	A device that is the property of Knox City Council for the purposes of completing work for Knox City Council, and not for any personal use. This device will remain the property of Knox City Council and be part of ongoing security checks, safety filtering and required upgrades.
Technology	The development of new objects or tools by people that help them in their lives. Including mechanical technology, analogue technology and digital technology.
Wearable Technologies	Digital technologies that can be worn, e.g. watches, fitness tracking devices, jewellery and clothes made with electronic textiles.

Please see [Early Years Quality System Glossary and Definitions](#) for further glossary and definitions.

Charter of Human Rights

This policy has been assessed against and complies with the [Charter of Human Rights & responsibilities Act 2006](#). The [Simplified Version of the United Nations Convention of the Rights](#) of the Child has also been considered.

Equity Impact Assessment Statement

This Procedure has been assessed through the Equity Impact Assessment Checklist & Inclusive Language Guide. The following groups have been considered in how their lived experience is considered and respected in the creation of documents for the Quality document system (Woman, Men, Young people/children, LGBTQI+ Communities and Gender Diverse People, First Nations People, People with Disabilities including Mental Health, Culturally and Linguistically Diverse People, low-income households & Senior Communities)

Staff: For all related Early Years Policies and Procedures, please refer to [Early Years Team Site](#) and [Quality Documents Page](#). All staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

Families: For all related Early Years Policies and Procedures, please refer to [Council's website](#). We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures

Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

The most current amendments to listed legislation can be found at:
 Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
 Commonwealth Legislation – Federal Register of Legislation:

Version Updates

v#	Date	Section	Changes (Brief)
V 1.0	04/03/2025	Whole document	Updated to combine Digital Media/Permission Procedure and eSafety Procedure
	22/08/2025	Background	Added updates to comply with the National Model Code.

Attachment 1 – National Model Code

NATIONAL MODEL CODE FOR EARLY CHILDHOOD EDUCATION AND CARE



Australian Children's
Education & Care
Quality Authority

TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY CHILDHOOD EDUCATION AND CARE



Purpose

The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early childhood education and care (ECEC). Providers of centre-based ECEC under the National Quality Framework (NQF) are strongly encouraged to adopt the National Model Code as a further support to promote a child safe culture. The National Model Code is a voluntary, interim measure while future legislative reform is being considered by governments.



Scope

This National Model Code has been developed for approved providers and their services, including educators, other staff, and volunteers, while children are being educated and cared for at centre-based early childhood services. While the National Model Code targets centre-based services whose primary purpose is to educate and care for children 0-5 years old under the NQF (long day care and pre-school / kindergarten services), providers of other types of children's education and care services may wish to consider adopting similar practices within their own contexts.

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 should have strict controls in place for the appropriate storage and retention of images and videos of children.

Guidelines

Guidelines have been developed to support approved providers and their services apply the National Model Code in their context(s) and uphold child safe practices when using electronic devices to take images or videos of children.

Source: [Child safe practices for digital technologies and personal electronic devices | vic.gov.au](https://www.vic.gov.au/child-safe-practices-for-digital-technologies-and-personal-electronic-devices)

Attachment 2 – Resources

Resources for Educators

- [National Model Code](#)
- [National Model Code Guidelines](#)
- [Child Safety and Personal Electronic Devices](#) – Department of Education Guide
- [eSafety, Early Years – Online Safety for under 5's](#) – a practical guide on how to support children, educators and families to be safe online
- [How to set up a device with safety in mind](#) - tips on safe search mode, filters, parental controls on devices
- [Where to go for good content](#) – online streaming sites that are safe for use in Australia
- [eSafety In the Early Years](#) – Free training modules through ECA Online
- [24 Hour Movement Guide](#) – Research and Data on healthy movement guide for children

Resources for Families

- [Swoosh, Glide and Rule Number 5](#) – A digital picture book that shares some of the common experiences of children and what to do when something unexpected happens
- [Poster](#) – “Want Help Managing Screentime?”
- [Playschool](#) - Kiya's Excellent eBirthday, Celebrate Kiya's online birthday and stay safe online along the way
- [Screen Time Tips for Parents as Role models](#) – Tips for parents as role models with technology

Attachment 3 – Photography & Video Permission Waiver Form

Please click here for up to date [Photography and Video Permission Waiver Form](#)

Sample



PHOTOGRAPH AND/OR VIDEO WAIVER FORM

I, (name)

hereby give permission to Knox City Council of 511 Burwood Highway Wantima South, to

publish photographs and/or videos taken of myself/my child/my children at

(event name, date)

The images of the above person/s are for use in Knox City Council or City of Knox publications to promote community and Council services or programs to the Knox community.

The image/s would also be available for use and posting online (e.g. Council website, social media such as Facebook, Twitter, Instagram, LinkedIn and web pages administered by Council personnel, or those organisations associated with Council).

We may also offer this image and/or video footage to journalists to accompany media releases that are produced by Knox City Council to promote a Council project.

The photograph may also be accompanied by the name of the person photographed (and suburb of residence) unless otherwise requested for publication.

Event:

Name:

Address: Postcode:

Tel:

Signed: Knox City Council Rep:

Date:/...../.....

Photo Library ID No:

Uploaded to Council Imagebank by: Date:

Attachment 4 – Enrolment and EDUCA Consent

Photography Information to be added to Enrolment Form or parent portal

- Do you give permission for your child to be photographed and or videos at the service
- Can you child's photograph be displayed within the service
- Can your child's photograph be shared with families of the service (including portfolio's, newsletters, sharing photos when multiple children are in the photo)
- I agree that I will not redistribute or post on electronic media (For example Facebook/Instagram) any photographs given to me by the service or taken by me which contain other children.

Educa Security Capture to be added to Enrolment Form or parent portal

Educa is a secure web-based system specifically designed for Australian educators and parents that significantly improves educator communication with parents and family. Educa provides an interactive online environment where educators and family can share children's learning and collaborate on children's learning goals. This is a valuable tool for you to provide information about your child at home. We will provide you with your own private login that enables you to access only your child/children's information as well as general information published by our service. You will receive your invitation once your child has commenced care to our service's Educa portal. You will be able to access your child's information by logging into Educa anywhere in the world, on any online device. We strongly encourage families to download the Educa app to receive important messages and updates about service operations. What can you do with Educa? View information about your child's learning at the service. This may include observations, stories and photos /video updates about your child's time with us. Receive general communications from us such as Newsletters and notices Authorisations Share your own photos, stories and videos relating to your child's learning with your child's educators Download your child's ePortfolio at any time, as a keepsake once they move on to a new school or centre To begin using Educa we require your permission for uploading observations, learning stories, photos, videos and artwork of your child to Educa. Please also provide your email address so we can send you an invitation to join Educa. As the parent or responsible adult for the above child, I consent to the Centre's collection, use and display of my child's information on the Educa Application in accordance with the Privacy Policy set out on the Educa website

- Do you consent to the use of Educa for your child?

Attachment 5 – Event Photo Sign

Please click here for up to date [Photos will be taken throughout this event A3 sign](#)

Sample



Attachment 6 – ‘Personal Digital Device for a Child Agreement’

There are circumstances where families may provide a digital device for use with their child whilst in a care setting. Devices provided by families should only be used for the following purpose:

Communication	Communication or Augmentative Alternative Communication (AAC) applications can be used to further support a child’s communication and inclusion in the program or service. These applications are generally stored digitally on a computer tablet or iPad.
Medical Support	Medical Devices such as glucose/cardiac monitors or medical monitoring applications on a mobile phone can be used to further support the child’s inclusion and medical needs in a program or service.

When these devices are provided for a child to be used at the service they must:

- Be used for only the purpose outlined in the agreement
- Have ‘safe search’ modes activated
- Only record the child if medically appropriate – screenshot of the data in the application
- Only record the child (for whom the device is supporting) to further enhance their communication abilities – such as recording a picture of them completing an activity to then be stored in the communication application.
- Be safely stored away from public access when not in use, or taken home at the end of each day

A ‘Personal device for a child’ usage agreement will be completed and approved by the nominated supervisor in collaboration with the family to outline the above before the device may be left at the service.

To ensure the ongoing safety all children, children are not able to wear smart watches or wearable technology that have the ability to record audio, image, video or receive and make calls – with the only exceptions being for communication purposes or medical support.

Please complete the following form

Child Name:		
Date:		
Type of Device Supplied <i>*Please Tick</i>	<input type="checkbox"/> Communication	<input type="checkbox"/> Medical Support
Reason for the Device <i>*How will this device further the support the child’s inclusion in Early childhood education and care?</i>		
Does this device require a secondary digital device?	<input type="checkbox"/> No	<input type="checkbox"/> Yes What type of Device?
Do the device/s require a charger?	<input type="checkbox"/> Yes *Charger’s must be supplied by the parent/guardian	<input type="checkbox"/> No

eSafety, Digital Technology and Use of Personal Devices in Early Years



Will this device stay onsite
when the child is not in
attendance?

☐ Yes

☐ No

Is this a wearable device?

☐ Yes

☐ No

As the parent/guardian providing digital device/s for my child I agree:

- The supplied device/s are for the approved purposes to support a medical or communication need.
- Provide support or training (or organize to have someone support or train) staff to safely use the device for its intended purpose.
- All recording functions (including images, video or audio recordings) will be turned off or not in use whilst the device is being used at Knox Children and family centers and on regular outings, incursions or excursions.
- Have safe search modes activated – not use the personal device to search the internet and use only for the purpose stated
- Only record the child if medically appropriate – screenshot of the data in the application
- Only record the child (for whom the device is supporting) to further enhance their communication abilities – such as recording a picture of them completing an activity to then be stored in the communication application.
- To take responsibility for all damage that occurred to the device/s whilst onsite on Knox Children and Family Centre's.
- To update the staff at Knox Children and Family Centre if the child's medical or communication needs change or device/s are required to be updated
- To update the staff if the device/s are being removed from the service (such as during school holiday's, over public holidays)

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Office Use Only

Complete the following:

- ☐ Provide family with eSafety and Digital Media in the Early Years Procedure via email
- ☐ Provide family with a copy of this agreement via email
- ☐ Keep a copy of this agreement in the child's individual file on Knox Xplorer and onsite Enrolment File

Nominated Supervisor or Person in day-to day charge Name:

Nominated Supervisor or Person in day-to day charge Signature:

Date:

Attachment 7 – Authorisation Log – Use of Personal Electronic Device whilst working directly with children

Click below to add to Authorisation Log - This must be completed for all staff requests in relation to wanting to use personal electronic devices whilst working directly with children.

[Edit - D25-260378 - Authorisation Log - Personal Electronic Device Whilst Working Directly With Children - Early Years - August 2025](#)

Attachment 8 – ‘Exemption Form – Use of a Personal Device whilst working directly with Children’

Staff Member Name:		
Date:		
Are you requiring an ongoing exemption to the regulations of <i>The National Model Code</i>?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exemption must meet the following criteria:		
Reason for exemption	<input type="checkbox"/> Disability (where a personal electronic device is an essential means of communication for an educator or other staff member)	<input type="checkbox"/> Personal Health Requirement (such as heart or blood glucose monitoring)
	<input type="checkbox"/> Family necessity (staff member with an ill or dying family member)	<input type="checkbox"/> Family Violence
Type of Device and why it will be used (e.g. personal phone, communication device, health monitoring device)		
Staff Member Consent	I agree to the following: <ul style="list-style-type: none"> • Access to the personal device does not impede the active supervision of children • The personal digital device will be stored safely away from children (where possible) • If the personal digital device is no longer required, notify the appropriate team leader as soon as practicable • The appropriate team leader or approved provider has the ability to remove this exemption after a review process. 	
Staff Signature:		
Leadership Approval		
Team Leader Hubs	Name:	Signature:
Coordinator Early Years Hubs:	Name:	Signature:
Review Date (Review 3 monthly)		
Exemption Declined and Reason		