

EARLY YEARS POLICY

Early Years Services Use of Electronic Devices	Policy No:	QA 2.18
	Document No:	D16/36657
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	1 October 2021
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

1. Purpose

- To provide guidelines for educators to incorporate TV, video, film, games and electronic devices into the education and care program.
- To ensure that educators are aware of their responsibilities in regards to maintaining appropriate use of TV, video, film, games and electronic devices within Early Years services.
- To ensure that educators have guidelines in appropriate use of mobile phones and other electronic devices.
- To ensure that children and families are informed of the expectations and guidelines on use of electronic devices.

2. Scope

Evidence of link to National Quality Standards:

Evidence of link to Education & Care Services National Regulations:

Victorian Children's Services Regulations 2009.

3. Application

All Surf Coast Shire Council Early Years Services staff, Family Day Care (FDC) educators and children and families accessing the services.

4. Definitions

Electronic Device- Includes but not limited to Ipods, Ipads, computers, cameras, mp3 players, Gameboy, Wii, Xbox, PSP, phones, , video players and TV's.

5. Policy

To ensure that Council maintains quality education and care programs that provides a safe environment when utilising electronic devices.

- TV, film, video and games will only be viewed that have a G rating from the Office of Film and Literature Classification or equivalent body.
- Educators will preview the film, DVD, music or video where possible.
- A film cannot be used in the program unless all families participating in the program agree to their child watching the film.
- Films and videos can be used as part of the program of activities. Educators will ensure all videos and films are suitable for the children's ages and that parent's permission has been given prior to viewing.
- Thoughtful consideration must be given to the content and message of the program, video or film before it is incorporated into a program.
- TV and videos will only be used as part of a balanced program of activities. They may be used to highlight a particular activity or interest in the program and documented accordingly.
- Parents/guardians will sign an excursion consent form if children are to be taken on an excursion to see a film at the cinema. The title of the film will be included on the form or program guide.

- Educators will familiarise themselves with children who are not to be filmed or photographed.
- Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided. Children who have permission to bring these items are responsible for the safety of them at all times.
- Educators / Staff are not permitted to use their personal phones or electronic devices for filming or photographing children within the program unless approved by Team Leader.
- Staff are not to utilise personal phones during program hours unless there are exceptional circumstances.

Family Day care contractors are required to have a phone available at all times to meet regulations.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Not applicable			

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies, Work Instructions and Forms

Not applicable

Other References

National Early Years Learning Framework
 Victorian Early Years Learning and Development Framework
 The Convention on the Rights of the Child

Approval Date:	01/04/2016	Approved by:	General Manager Culture and Community
Amendment/Review 1:	21/02/2017	Approved by:	Manager Aged and Family
Amendment/Review 2:	02/11/2018	Approved by:	Manager Community Strengthening
Amendment/Review 3:	01/04/2020	Approved by:	Manager Community Strengthening
