
	Management Area: Childrens Services	Version No: 4.0 Pages: 3
	Category of Policy: Operational	Approval Date: 28/03/2023 Policy Approver: Head of Children's Services
Policy Title: Electronics Policy		Author: YMCA's of Australia

YMCA SOUTH AUSTRALIA

Electronics Policy

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1. Purpose

YMCA South Australia has guidelines in place for the safe and structured use of all electronic games and devices within our Children's Services programs. YMCA takes no responsibility for belongings which are lost or stolen during Outside School Hours Care program. This includes if a child does not surrender the electronic device to staff and leaves the device in their pocket, school bag etc. YMCA are not responsible for the payment of any repairs and will continue to encourage these devices to be kept at home.


With the advancement of technology, personal electronic devices can photograph, search for content on the internet and connect with other people. While we appreciate the benefit of these advancements, when children are in our care, we have a responsibility to keep all of the children safe, which includes monitoring the use of electronics.

2. Scope

The scope of this Policy applies to all approved YMCA South Australia Children's Services that operate under the Education and Care Services National Regulations (2011 SI 653) and Education and Early Childhood Services (Registration and Standards) Act 2011. This includes Before School Care, After School Care and Vacation Care Services.

3. Policy Statement

1. Personal electronic devices are not permitted at the service at any time. Families are encouraged to keep these devices at home. If a child arrives with these devices, staff will put them in a safe place, and they will be given back to the child at the end of the session. If a personal electronic device is used for health-related reasons e.g., diabetes management, this device is permitted, and management of this device will be outlined in the required medical management documents.
2. Handheld electronic devices are not permitted at the service during Before School Care and After School Care. Families are encouraged to keep these devices at home. If a child brings a handheld electronic device (including school provided iPads / tablets), staff will put them in a safe place, and they will be given back to the child at the end of the session.
3. Handheld electronic devices may be brought to Vacation Care on Electronics Day if programmed. On all other Vacation Care days, they are not permitted.
4. Electronic devices that are provided at the service may be used when programmed (at the discretion of the Director) and supervised by educators. Time limits will apply for every child. In some instances, where the school have provided technological devices for homework purposes, educators may allow children to complete homework in a supervised area once the numbers of children have decreased.

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4. Roles and Responsibilities


Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>YMCA nominated supervisor and/or service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor and/or person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>

5. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

6. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	12/07/2016	New (Previously only in Family Handbook)	July 2017	
2.0	07/08/2019	Reviewed		
3.0	30/11/2022	Reviewed and updated terminology	November 2022	

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4.0	28/03/2023	Updated definitions of electronical devices and updated management of devices to align with Department for Education restrictions		
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