
	Management Area: Children's Services	Version No: 1.0 Pages: 4
	Category of Policy: Operational	Approval Date: 29/08/2025 Policy Approver: Head of Children's Services
Policy Title: Safe Use of Digital Technologies		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

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Safe Use of Technologies

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## 1. Purpose

With the advancement of technology, it is imperative that ongoing critical reflection and clear requirements are developed to ensure the dignity and rights of every child in our care are being upheld. Specific consideration is needed to be taken in relation to how the images of children are captured, the intended use and purpose of capturing the child's image and the process of how this image is stored.

## 2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

## 3. Policy Statement

YMCA South Australia are committed to upholding the National Model Code and have developed processes which ensure each part has been considered.

### 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

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- 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.

#### 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>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

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## 5. Key Relevant Documents

- National Model Code for Early Childhood Education and Care
- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standard
- Safe Use of Digital Technologies Procedure
- Safeguarding Children and Young People – Safety Code of Conduct

## 6. 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.

## 7. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	29/08/2025	Development of new policy	01/09/2025	August 2027