

1. Background

PCYC OOSH embeds child-safe practices across all digital and physical environments. We maintain current records, conduct risk assessments, complete accurate incident reports, and deliver ongoing education to families and staff.

2. Scope

All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC-Out of School Hours

3. Definitions

Authorisation	Written consent from a child's parent/guardian that specified how and why images/videos may be taken, used, stored, shared and destroyed.
Optical Surveillance Device	Fixed or mobile equipment (e.g. CCTV cameras) used to monitor service premises.
Personal Device	Any privately owned electronic device capable of capturing, storing or transmitting images or videos (e.g. mobile phones, smart watches, USB drives, SD cards, cloud storage accounts.)
Service Issued Device	An electronic device (tablet, camera, smartphone) owned, managed and regularly audited by PCYC OOSH.
Unacceptable Use	Any capture or sharing of images/videos not directly linked to a child's participation in approved activities, or use of personal devices in child-facing areas without formal exception.

4. References

- Education and Care Services National Regulations 84, 115 122, 123, 123A, 124, 162A, 165, 166, 167, 82, 83, 84, 103, 115. 122. 123. 123A, 124, 165, 166, 167, 168, 159, 170, 171, 172, 175(d)(e)
- National Quality Standards, Elements 2, 4, 5.

5. Policy

5.1. Children

- All children will be supervised at all times
- Children will be empowered to make choices on safety based on their level of maturity
- Children will be reminded about the importance transport/road dangers
- Children will be reminded to wear sunscreen, hats and remain indoors during high UV rays
- All front doors and safety gates will remain closed at all times
- Children will be encouraged to wear appropriate clothing and footwear when indoors/outdoors

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- Children will be given the opportunity to participate in quiet/rest/sleep moments
- MSD sheets will be stored in chemical cupboards and areas where chemicals are stored
- Broken equipment will be repaired, thrown out
- All children medication needs to be clearly labelled with name, dosage, DOB and doctor
- All medication will be stored in a lock box
- All medication will be stored in a portable lock box on excursions
- Epi Pens Name, Dose and Expiry dates will be checked

5.2. Staff

- All staff and contractors are required to obtain a 'Working with Children Check' and also a cleared 'Police Check'
- All staff must hold current and verified Working with Children Checks
- All staff must hold current Police Check
- All responsible persons must hold current first aid
- All responsible persons must hold current anaphylaxis and asthma management
- All first aid kits will be well stocked and free from expired items
- Outdoor checklists are conducted to limit the risk to children and staff
- Any needles will be collected in a safe manner
- Indoor checklists are conducted to limit the risk to children and staff
- Supervision hot spots will be identified

5.3. General

- Evacuations plans are on view at all licensed door areas
- Safety plugs need to be in all power points
- All electrical equipment needs to be tagged and tested
- Building indoors/outdoors will be checked
- All equipment purchased will be checked against the Australian Safety Standards
- Visitors will be required to sign into the building. All visitors will need to be identified

5.4. Physical Environment and Supervision

- Design indoor and outdoor spaces for clear sightlines and active supervision.
- Conduct safety checks (fixtures, furniture, fences, play equipment) and log outcomes.
- Store chemicals, cleaning supplies and equipment in locked, labelled cupboards.
- Repair or remove hazards immediately, record maintenance actions.

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- Maintain tobacco, drug and alcohol-free premises.
- Display evacuation diagrams at exits; rehearse drills quarterly.

5.5. Staffing, Supervision and Child Protection

- Adhere to educator-to-child ratios and qualification requirements.
- Verify and monitor WWCC/WWVP and police checks for all staff, students and volunteers.
- Ensure first aid, anaphylaxis and asthma training is current for responsible persons.
- Implement robust recruitment, induction and performance-management procedures.
- Train staff on mandatory reporting obligations and how to identify and respond to abuse.
- Keep a daily visitor log; prohibit children being alone with unvetted visitors.

5.6. Digital Technologies and Online Environments

5.6.1. Policy Statement

- Only service-issued devices may capture, store, send, display or delete images/videos of children.
- Personal devices and personal storage media are prohibited in child-facing areas unless a written exception is granted.
- No media may be captured without prior, specific parent/guardian authorisation.
- Optical surveillance devices operate under strict privacy and dignity controls.

5.6.2. Risk Assessment and Consultation

- Conduct formal risk assessments of device use in all contexts (OOSH Site, excursions).
- Consult educators, families and children on device allocation, consent and capture practices.
- Review risk assessments annually or when contexts change.

5.6.3. Consent and Communication

- Issue and ensure PCYC OOSH enrolment form, which contains consent for media release and is completed before the child commences at the service.
- Communicate policy changes via internal COMMS, signage and staff briefings.

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5.6.4. Device Inventory, Security and Monitoring

- Maintain a Device Inventory Log
- Store devices in locked, access-controlled cabinets.
- Enforce password/PIN protection and auto-lock after inactivity.
- Apply software updates and security patches within seven days of release.
- Restrict apps, disable external storage and prohibit cloud syncing.
- Review device-use logs monthly; perform random spot-checks during duty hours.

5.6.5. Capturing, Storing and Destroying Media

- Verify authorisation before capture.
- Transfer media daily to Xplor; disable local device storage post-transfer.
- Retain media up to 12 months unless extended for legal or regulatory reasons.
- Securely delete electronic files.

5.6.6. Optical Surveillance Management

- Install clear signage in camera-monitored areas.
- Map coverage to exclude private spaces (toilets, change rooms).
- Restrict access to live feeds and recordings to authorised personnel.
- Review non-essential footage every 30 days. (Systems currently delete footage after 30 days)

5.6.7. Personal Device Exceptions

Personal devices may be carried for limited, essential purposes:

- Emergency response (lost child, injury, lockdown)
- Medical necessity (heart monitor, diabetes pump)
- Disability or communication aid
- Family emergency (serious illness of a loved one)
- Service-issued device failure

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- Local emergency alerts (e.g., bushfire warnings)

All exceptions must be:

- Approved in writing by the Approved Provider or Nominated Supervisor
- Documented in the Personal Device Exception Log with date, time, purpose and expiry
- Time-limited and not impede active supervision

5.6.8. Unacceptable Use

Staff, volunteers or visitors must never:

- Use personal devices to photograph or record children
- Store or share images/videos on personal clouds, social media or unapproved platforms
- Capture children in states of undress, distress or sexualised positions

Retain media beyond authorised purposes or retention periods

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6. Document Information

Version History

Version	Date	Document Number	Created By	Role	Reason
2.0	25/08/2025	POL - 051	Laura Pellegrino	Quality, Compliance & Child Protection Manager	Updated Regulatory requirements
3.0	18/11/2025	POL - 051	Laura Pellegrino	Quality, Compliance & Child Protection Manager	Revision

Reviewed By

Version	Date	Reviewed By	Role	Reason
2.0	28/08/2025	Justine Russell	GM Programs & Social Impact	Updated Regulatory requirements
3.0	18/11/2025	Justine Russell	GM Programs & Social Impact	Revision

Acceptance Signoff

Version	Date	Reviewer	Role	Signature
2.0	02/09/2025	Justine Russell	GM Programs & Social Impact	<i>J Russell</i>
3.0	18/11/2025	Justine Russell	GM Programs & Social Impact	<i>J Russell</i>

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