



Cloncurry Shire Council

**PROCEDURE
NO.**

CKP – QA2001-02

CHILDREN'S ONLINE SAFETY PROCEDURE

1. INFORMATION

In our centre, we support and assist children with using digital technology to take photos, make videos, find information, express their creativity, and engage in play with things such as songs, and dance. Our educators are committed to ensuring children's safety and always model and implement the utmost care and consideration when utilising digital technology.

Unfortunately, some individuals and/or groups may utilise the functionality of digital technology to engage in repeated harmful and hurtful behaviour towards another, and whilst our centre does not allow children to use social media and/or applications that allow them to communicate and engage with individuals or groups outside of the centre, it is important that we have processes in place to ensure children's safety online, and a focus on educating children about the safe and respectful use of digital technology.

2. RESPONSIBILITIES

All team members, families, visitors, students, and volunteers must comply with this procedure.

3. PROCEDURE

3.1. HELPING TO ENSURE CHILDREN'S ONLINE SAFETY

We have the following in place to help ensure children's safety online:

- We review all the websites and applications that we hope to use before we use them to ensure they are appropriate and relevant.
- We only use child-friendly websites and applications. For example, we use YouTube Kids to ensure that all of the content children see and engage with is appropriate, and that children cannot accidentally or inadvertently view inappropriate material.
- Every device has the highest possible privacy settings enabled.
- Consent for the sharing of children's images online, such as via our Facebook page or website, is gathered from parents/caregivers and strictly adhered to.
- Children are always supervised when utilising and/or engaging with digital technology.
- Children do not access social media sites or applications that include the capability of connecting with individuals outside the service.
- The Nominated Supervisor will ensure that all devices are password enabled and all iPads and iPhones or similar use the 6 digit passcode option.
- The personal devices of staff are securely stored in an area inaccessible to children and are only able to be used on the staff member's break.

- Children who have smartwatches/smart glasses /devices will be asked not to bring them to care and if they do on arrival the item will be stored safely until the child is collected at the end of the day.

3.2. SUPPORTING AND EDUCATING CHILDREN ABOUT ONLINE SAFETY

Educators utilise a range of resources and strategies to help support and educate children about online safety and respectful online behaviour, including:

- Using bespoke resources, such as the ones found on the eSafety Commissioner’s website for children under 5 and the Play School episode dedicated to promoting and supporting children with online safety,
- Utilising the resources and online safety games as part of the eSafety Commissioner’s “eSafety Early Years Program”,
- Having discussions about why we use specific online resources, such as YouTube Kids, and not the YouTube for adults,
- Always being with children when they are using digital technology; discussing what they are doing, answering questions, and assisting where needed. This also provides the best opportunity to discuss issues such as what to do if a “pop up” comes onto the screen, or something unexpected happens. This is vital for creating an environment and relationship where children feel confident to come to adults / carers for help and assistance when engaging with digital technology.
- Helping children recognise and understand the importance of being kind and respectful whenever we interact with others, whether that is when we are together, when we are writing cards or notes, or when we are engaging with each other using digital technology,
- Collaborating with children, where possible and practical, to create and implement “Room Technology Rules”.

3.3. SUPPORTING AND EDUCATING PARENTS ABOUT ONLINE SAFETY FOR CHILDREN

We seek to create an environment where educators and parents collaborate with one another, and where appropriate, with children, to ensure the safety of children when using digital technology. A part of doing this is to increase awareness and build knowledge about this topic, and the recommended strategies we can all be implementing to help support children and promote their safety online. Resources and information we share with families include:

- The “[Children under 5](#)” section from the eSafety Commissioner’s website, which includes the Play School episode and resources such as books and songs,
- The “[eSafety Early Years Program](#)” from the eSafety Commissioner,
- Recommended apps and websites for children depending on their age. For example, we would suggest the use of Kids Youtube as opposed to standard Youtube.
- Links to creating a “[Family Tech Agreement](#)”.

3.4. IF CYBERBULLYING OCCURS AT OUR CENTRE

- In the very unlikely event that a child in our centre is found to have been engaging in behaviours that would be characterised as “cyberbullying” we will follow our “Behaviour Guidance Procedure”.

- If a child at our centre is the victim of cyberbullying, whether that occurs in or outside of our centre, we will provide appropriate support to the child and their family, which will include offering links to reputable online resources, support and information, and details of trusted counsellors/family support networks in the area.

4. RELATED POLICY DOCUMENTS

- QA 2 Child Protection Policy
- QA 2 Child protection training procedure
- QA 2 Reporting and documenting child protection concerns procedure
- QA 2 Management of complaints alleging a child is exhibiting harmful sexual behaviours procedure
- QA 2 Developing a Statement of Commitment tool
- QA 2 Disclosure of harm report tool
- QA 2 Suspicion of harm report tool
- QA 2 Indicators of abuse and neglect tool
- QA 2 Template child protection risk management strategy tool Our Child protection risk management strategy
- Our Statement of Commitment
- QA 6 Photography and use of images procedure
- QA 4 Working with children check procedure
- QA 4 Recruitment and orientation of educators procedure
- QA 5 Interactions and relationships with children procedure
- QA 6 Family code of conduct procedure
- QA 2 Children’s Health and Safety Policy and all its related procedures
- QA 6 Collaborative partnerships with families and community Policy

5. REFERENCES

eSafety Commissioner. (n.d.). Children under 5. Accessed on 30 March 2021 from [Children under 5 | eSafety Commissioner](#)

Queensland Department of Education. (2021). Bulling and cyberbullying – preventing and responding. Accessed on 30 March 2021 from [Bullying and cyberbullying—preventing and responding](#)

POLICY VERSION AND REVISION INFORMATION

Version No.	Approval	Date Approved	Review Date
1	Chief Executive Officer Philip Keirle	17 October 2024	October 2027

Procedure Approved by: Philip Keirle



Title: Chief Executive Officer