

# YMCA Geelong Policy –Use of Electronic Devices in Childrens Services Policy

OFFICE USE ONLY



Policy Number	Date Approved	Date Last Amended	Status
YG 115-O	10/02/2014	14/03/2017	APPROVED

## 1. USE OF ELECTRONIC DEVICES IN A CHILDREN'S SERVICE POLICY

### 2. INTRODUCTION

- To provide guidelines for YMCA staff wanting to incorporate TV, video, film games and electronic devices into YMCA OSHC and Vacation Care Services programming.
- To ensure that YMCA staff are aware of their responsibilities in regards to maintaining appropriate use of TV, video, film, games and electronic devices within YMCA services.
- To ensure that YMCA staff have an understanding of proper use of mobile phones and other electronic devices.
- To ensure that children and families are clear on the expectations and guidelines around use of all of the aforementioned.

### 3. POLICY

To ensure that the YMCA Geelong maintains quality programming and also the safety of children and their belongings at all times the following policy have been put in place:

- 3.1 Families are required to confirm or deny permission for children to view movies at the service, rated G and PG (staff approved) when completing the registration form.
- 3.2 TV, film, video and games will only be viewed that have a G or PG rating from the Office of Film and Literature Classification or equivalent body
- 3.3 Staff should preview the film, DVD or video where possible.
- 3.4 Staff are to familiarise themselves with any children whose family deny them permission to view movies whilst at the service and ensure that alternative activities are made available to them for the duration of viewing.
- 3.5 Films and videos can be used as part of the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for the children's ages and that parent's permission has been given.
- 3.6 Thoughtful consideration must be given to the content and message of the program, video or film before it is incorporated into a program. Content and messages must not contradict YMCA values.
- 3.7 TV and videos may 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.
- 3.8 TV, videos or film may be made available to children at the beginning of the day (between 7:30am-9:00am) and at the end of the day (between 4:00pm-6:00pm) as children arriving

at the service may need some calming time to 'wake up', likewise at the end of the day when they are worn out and need time to rest.

- 3.9 Videos or film may be planned as part of the program and advertised in the program to the parents/guardians.
- 3.10 Parents/guardians should 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 should be included on the form or program guide.
- 3.11 Parents/guardians should be notified of any videos being screened at the centre and their titles.
- 3.12 Staff and children may only be filmed or photographed with YMCA property such as digital cameras or iPads purchased specifically for use on the program, and only where permission has been granted.
- 3.13 Staff will familiarize themselves with children who are not to be filmed or photographed.
- 3.14 Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided in writing to the Community Programs Coordinator, for each of the days required for use.
- 3.15 Children and staff are not permitted to use their personal phones or electronic devices for filming or photographing themselves or one another, unless an emergency situation requires reason to.
- 3.16 Phones or electronic devices may be confiscated if children or staff are seen to be using such items without proper authorization.
- 3.17 Staff are to leave personal phones in the staff room at all times except where authorized and for excursions outside of the centre.
- 3.18 Children who have permission to bring these items are responsible for the safety of them at all times.
- 3.19 Electronic devices and video game use is to be moderated by staff at the program and only used as a special activity or where scheduled on the program, not to be available or in use at all times throughout each day.

### **3 DEFINITIONS**

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

### **4 SCOPE**

This policy applies to YMCA Geelong Inc. operations and has coverage over all children's programs regulated by the National Quality Standard Framework.

## 5 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Community Programs Co-ordinator	Ensure the procedures are compliant to the regulations  Implement training/education for staff It is the responsibility of the YMCA Victoria to appoint a representative at each Children's Service to manage all aspects of program.
Vacation Care Supervisors on Duty/Educational Leaders	Ensure compliance to policy in program delivery
Educators	Attend training sessions and ensure the policy is implemented during your shift.

## 6 MONITORING, EVALUATION AND REVIEW

Vacation care Program Co-ordinators will monitor the implementation of the policy during shifts. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the Community Programs Co-ordinator.

## 7 SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Safeguarding Children and Young People Policy

National Early Years Learning Framework

Victorian Early Years Learning and Development Framework

My Time, Our Place. Framework for School Aged Care in Australia (Draft)

The Convention on the Rights of the Child

### RELEVANT POLICY:

- o YMCA Victoria Occupational Health and Safety Policy

Children's Services Regulations 2009:

- o Child staff ratios (R 54)
- o Minimum staff requirements ( R 50)
- o Minimum training (R 60)
- o Staff members to have first aid and anaphylaxis management training (R 63)
- o Emergency procedures (R 76)

Children's Services Act 1996:

- o Protection of children from hazards (section 26)
- o Inadequate supervision of children (section 27)

### RELEVANT DOCUMENTS:

YMCA Geelong Handbook

**RELEVANT REGULATIONS**  
**Children's Services Regulations 2009:**

**RELEVANT ACT**  
**Children's Services Act 1996:**

**RELEVANT NOTES FROM THE DEECD PRACTICE NOTES**

**8. DOCUMENT HISTORY**

Approved by: CEO

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Policy Owner: Kimberley Maher, Community Programs Co-ordinator, YMCA Geelong

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Amendment history:

Version	Date	Author	Change Description
V1	10/02/2014	Kimberley Maher	Draft Policy, reviewed and approved
V2	14/03/2014	Kimberley Maher	Updated <i>Co-ordinators to Supervisors on Duty/Educational Leaders and Vacation Care Leaders to Educators</i> in <b>Roles and Responsibilities</b> section

As Adopted by the YMCA Geelong on 10 /02 /2014



Shona Eland  
Acting Chief Executive Officer YMCA Geelong Inc.