



DOCUMENTING LEARNING

Documentation of children's learning is a requirement of the Education and Care Services National regulations (Reg 74, 177 (1) (a) and 178 (1)(a)).

Photographs and video recordings is not a requirement of the National Quality Framework (NQF) and when used without a targeted purpose, can create increasing expectations to transmit frequent updates in the place of more meaningful documentation. It also can reduce educators' ability to effectively supervise, interact and engage with children in their learning. However, CECG recognises that digital photos and videos have become a common tool used to document children's learning and engagement and plays a role in connecting families and carers in their child's education and care experiences.

Managing and monitoring what images are being taken and where, or to whom they are being sent, poses a risk to the safety of children when educators and other staff use personal devices while providing education and care. This is why CECG ensures that our ELC's create a culture, adopt strategies and take action to promote child well-being and prevent harm to children and young people by issuing CECG managed electronic devices across all our services for the purpose of digital documentation.

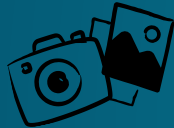
CHILD SAFETY

New amendments to the Education and Care Services National Regulations regarding the use of personal electronic devices and the use, storage, and destruction of images and videos of children will take effect nationally from **1 September 2025**. CECG will ensure all ELC services understand and implement policies and procedures regarding all areas of these new regulations.

CECG ensures our services follow Australia's National Principles for Child Safe Organisations to illustrate that a child safe organisation is one that creates a safe culture, adopts strategies and takes action to promote child well being and prevent harm to children and young people.

Principle 8, which focuses on physical and online environments, promoting safety and wellbeing, and minimising the opportunity for children and young people to be harmed, is particularly relevant to taking images and videos of children. CECG is committed to ensuring our services promote safe and secure environments for children to learn and develop to their full potential.





Can I wear my smart watch?

This depends on the capabilities of the smart watch. According to the National Model Code any device that can take images or videos of children should not be worn when directly educating and caring for children.



Can I take my personal device outside a service premises, including excursions, local walks?

Yes, however only service-issued devices should be used to take images or videos of children while in the ECEC. Where staff are in possession of their personal devices, this needs to be included in the service risk assessment.



What is a 'service-issued' electronic device?

A 'service-issued' device is an electronic device that has been authorised for use within the service. It may be one or more designated electronic devices that are owned by the approved provider and authorised at the service for educators to use in implementing an educational program.



Can we still communicate with families and carers about their child?

Yes, nominated supervisors need to ensure a clear purpose for recording and sharing images and videos and be mindful that overly frequent updates can take the place of providing more meaningful information to families and carers. This can also impact educators' abilities to effectively supervise, interact and engage with children in their learning.



Where do we store our images and videos of children?

Once the image or video has served its purpose there is no need to retain the image. If images have been saved onto a central drive they must be deleted and removed from the deleted folder at the end of each year from the service issued device.



What is classified as an essential purpose to have my personal electronic device while working with children?

- Communication in an **emergency** when the service issued mobile phone is unavailable
- Personal **health requirements**, e.g: heart or blood sugar level monitoring
- **Disability** 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 a **serious 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, bush fire evacuation text notifications.
- **NOTE:** Personal devices must never be used to take images of children at the service.



What if I have to take an image of a child for police or a child protection agency?

A service issued device should only be used. The nominated supervisor must be aware of this image and work with you to document the evidence through an accident/illness record, following appropriate procedures when making a mandatory report or working with police. Ensure the image is safely saved and deleted from the service device once it has served its purpose.



What is an inappropriate image or video?

Inappropriate images or videos that are not directly relevant to the child's participation in the services activities. Examples of inappropriate (and potentially illegal) images or videos include where a child is:

- not appropriately dressed, for example in their underwear, in a state of undress, completely undressed or with their genitalia exposed.
- in a position that could be perceived as sexualised in nature.
- in distress or anxious
- experiencing or demonstrating distress or dysregulation.





FACT SHEET



As the Approved Provider CECG will:

- Ensure the services' policies and procedures clearly state who can access images or videos of children.
- Determine and communicate how images and videos are stored securely, including how long and how they are destroyed.
- Ensure that any photographs or recordings taken of children in our services are used with intentionality and form part of documenting a child's learning and implemented into the educational program for the purpose of extending children's interests and development of skills.
- Ensure any employee that is on extended leave or resigns from CECG ELC has their Xplor/Playground account set to inactive or removed so they cannot access images and videos of children they have worked with.
- Ensure all ELC services have 1-2 CE Managed mobile phones for staff to use on outings and when the landline is not available.

As a Nominated Supervisor I will:

- Assess and reflect on the digital documentation and ensure it is meaningful and not taking away from effective supervision, interactions and engagement with children in their learning.
- Ensure that the use of electronic devices aligns with intentional approaches to documenting children's learning, enables educators to take advantage of 'teachable moments' to extend children's learning and is aligned with regulations.
- Ensure that service-issued devices are monitored regularly to assess if appropriate usage of the electronic device is occurring by staff at the service.
- At the start of an employee's employment they complete the CECG equipment responsibility form.
- Complete a personal device form for staff who must have a personal electronic device while working directly with children.
- Support all staff and volunteers to feel confident to know the process to follow if they see another person taking or recording inappropriate images or videos using a personal electronic device including the assurance that their concerns will be taken seriously.
- Embedding other effective risk assessment and management procedures to manage the risk of inappropriate taking, recording, or dissemination of images or videos of children.
- Embedding child safe culture principles into the service's statement of philosophy.
- Ensure each child has written permission for photos and videos to be taken and used for the purpose of documenting their child's learning from their parent/guardian before commencing at the early learning centre. Families can nominate which platforms they wish to have their child's images and/or videos displayed, and the ELC will ensure this is abided to.

As a staff member at my service I will:

- Ensure I always store my mobile phone safely in a secure place outside the classroom when working directly with children. eg. personal locker.
- Notify the nominated supervisor or responsible person in day to day charge, if I need to have my mobile device close to me when working directly with children. Ensuring I have completed the personal device request form before working directly with children.
- Ensure no photos or videos will be taken of children using my personal device, even when attending excursions, assemblies and/or nature walks etc.
- When uploading images and videos ensure this is to a secure file managed by CECG (such as Playground/Xplor, sharepoint) then deleted from the service device at the end of each year.

