SOCIAL MEDIA AND CYBER SAFETY NQS 7.1.2 Version 1.2

At Keithcot Farm Children's Centre, we promote the safe use of Information and Communication Technologies (ICT) to provide a rich learning environment for our children and to engage and communicate with our community. This policy is intended to support staff and families in the provision of good cyber safety practices. It also covers our requirements to minimise risks to children's safety. This policy is applicable to all staff, volunteers and contractors, children and their parents and the Children's Centre community. It applies to activities related to accessing online services either on our premises or at an off-site location.

In order to protect children and respect the wishes of all members of our community, we ask that these security guidelines be followed by all staff, parents, carers and community members when using personal social media such as Facebook, Instagram, Snapchat and others.

Guidelines for families:

- You are most welcome to photograph or record **your child** while at the Children's Centre or engaging in Children's Centre activities off site.
- Please consider the angle of your photo so that other children are not included - you may need to crop your photo to remove images of other children.

HOWEVER!!!!!

- If your photographs or video recordings contain the image of children other than your own, these **must not** be uploaded to any website, Facebook or other social media site, emailed to third parties or reproduced /printed and used outside of your home. (Please note that there may be children enrolled whose parents have not granted permission for their child's image to be recorded or published outside of the Children's Centre.)
- Please show others the learning experiences documented within your child's Portfolio, however please **do not photocopy / scan and share with third parties any photographs containing the image of a child other than your own.**

If you require further information or are concerned about any aspects of this policy, please speak to the Director.

Guidelines for staff:

- A 'DECD Talent Release' form should be obtained from families before displaying their child's image in any advertising material, or articles that may appear on our website or on television.
- Children will be closely supervised when using all ICT devices. Internet sites will only be used for learning related activities and will be thoroughly supervised by staff. Websites will be previewed to ensure the content is age appropriate and does not contain unsuitable material.

Parent name:……

Parent signature:………………………………………………………………………Date:……………………………………

CREATED:	**May 2016**
REVIEWED:	**July 2016, January 2017, September 2017, January 2018**
TO BE REVIEWED:	**January 2019**
SOURCED:	**DECD document Cyber-Safety: Keeping children safe in a connected world: guidelines for schools and preschools 2009**
	https://www.decd.sa.gov.au/parenting-and-child-care/parenting/parenting-sa/parent-easy-guides/cybersafety-parent-easy-guide
	Office for the Children's eSafety Commissioner https:/www.esafety.gov.au/
	National Quality Framework: QA2 - Children's Health and Safety
	2.3.2 - Every reasonable precaution is taken to protect children from harm
	QA6 - Collaborative Partnerships with families and communities.