

SOCIAL MEDIA AND CYBER SAFETY Version 1.7

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.

SeeSaw is an app that Parents are invited to join. Primary Educators will connect parents to SeeSaw through the parent’s email address, mobile number or a printed QR code supplied by the child’s Primary Educator. Educators will only post information, reminders and/or notices. **NO** photos of children are posted on this app. Each family can **ONLY** see the messages that are posted directly to them.

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, or they may be a ‘Child in Care’.)
- 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 ‘DfE Talent Release’ form should be obtained from families before displaying a child’s image in any external forum, including Facebook, Instagram, Snapchat and other platforms, in advertising material, or 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 supervised by staff. Websites will be previewed to ensure the content is age appropriate and does not contain unsuitable material.

Parent / staff name:.....

Parent /staff signature:.....Date:.....

CREATED: May 2016

REVIEWED: July 2016, January 2017, September 2017, January 2018, January 2019, September 2020, September 2021, September 2022, September 2023

TO BE REVIEWED: September 2024

SOURCED: DECD document Cyber-Safety: Keeping children safe in a connected world: guidelines for schools and preschools 2009

<http://old.decd.sa.gov.au/docs/documents/1/cybersafetykeepingchildren.pdf>

Office for the Children’s eSafety Commissioner <https://www.esafety.gov.au/>

National Quality Framework: QA2 - Children’s Health and Safe 2.3.2 - Every reasonable precaution is taken to protect children from harm

QA6 - Collaborative Partnerships with families and communities