



Mansfield Steiner School Morning Star Kindergarten Policy: Safe Use of Digital Technologies and Taking Images/Videos of Children

Policy Statement:

Mansfield Steiner School Morning Star Kindergarten is committed to the safety, health, and wellbeing of every child. In alignment with the **National Model Code for Taking Images or Videos of Children** and Victoria's Child Safe Standards, this policy establishes strict child safe practices regarding the use of all electronic devices. Our purpose is to minimise risks to children, promote a culture of safety, and ensure that the use of technology is always purposeful, appropriate, and transparent.

1. Core Principle: Use of Service-Issued Devices Only for Images/Videos

- **Part 1 of the National Model Code:** Only kindergarten-owned (**service-issued**) electronic devices may be used to take, store, or transfer images or videos of children.
- **Personal devices** (e.g., mobile phones, smart watches, personal cameras, USB drives) are **strictly prohibited** for taking images or videos of children for any purpose, including educational documentation.
- All use of service-issued devices will be regularly monitored by leadership to ensure images are appropriate, stored securely, and used only for their intended educational purpose.

2. Core Principle: Prohibition of Personal Devices While Working with Children

- **Part 2 of the National Model Code:** Personal electronic devices that can take images or videos, and personal storage media, **must not be in the possession** of any staff, volunteer, student, or visiting professional while they are providing education and care and working directly with children.
- **Action:** All personal devices must be stored in the provided **secure staff storage space** at the beginning of a shift and may only be accessed during scheduled breaks (lunch, tea break) or when not working directly with children.

3. Authorised Exceptions for Essential Purposes (Possession Only)

- **Part 3 of the National Model Code:** Possession of a personal device may be authorised for limited, essential purposes **where the device is not used to take images/videos**. Authorisation must be given by the Approved Provider/Nominated Supervisor and must not impede active supervision.
- **Essential purposes include:**



- Emergency communication (e.g., injury, lost child, lockdown, evacuation, during excursions).
- Personal health requirements (e.g., heart rate or blood sugar monitoring).
- Family necessity (e.g., critically ill family member).
- Technology failure of all service-issued devices.
- Receiving emergency government alerts (e.g., bushfire warnings).
- **Authorisation Process:** All authorisations, whether given in advance (preferred) or retrospectively in an emergency, **must be documented** in the **Essential Purpose Authorisation Register**.

4. Secure Storage, Retention, and Destruction of Images

- **Part 4 of the National Model Code:** The kindergarten will have strict controls for the storage and retention of images.
- **Actions:**
 - **Storage:** All images and videos are to be stored immediately on the kindergarten's secure, password-protected server or approved educational platform.
 - **Access:** Access is limited to authorised staff for educational purposes.
 - **Retention & Destruction:** Images are retained only as long as necessary for their educational purpose. They will be permanently and securely deleted in accordance with our record-keeping obligations and privacy principles.

5. Gaining Consent and Defining Appropriate Use

- **Written consent** will be obtained from parents/guardians upon enrolment regarding the taking, use, and storage of their child's image for educational and promotional purposes.
- **Inappropriate images** are defined as those not relevant to the child's participation, including images where a child is undressed, in distress, or in a private space (e.g., bathroom).
- **Inappropriate sharing** includes transferring images to personal devices, cloud storage, or social media without explicit authorisation.

6. Responsibilities and Broader Child Safe Culture

- **All staff and volunteers** are responsible for understanding this policy and for speaking up if they witness a breach, in line with our commitment to a child safe culture.



- **Visiting professionals** (e.g., allied health, therapists) must use a business-issued device if image-taking is required. If they do not have one, a service-issued device may be facilitated.
- **Families and visitors** are not bound by this staff policy but are expected to use their personal devices respectfully and in line with our broader Child Safe environment. We request that your personal devices are not used whilst you are in the kinder and that you do not film or take photos during festivals or events.

7. Implementation and Communication

- This policy will be communicated to all staff, volunteers, students, and families.
- Training on this policy and the associated procedures will be provided during induction and in staff meetings.
- Failure to comply with this policy will result in disciplinary action.

Related Policies:

- Child Safety and Wellbeing Policy
- Code of Conduct
- Privacy and Confidentiality Policy
- Excursion Policy

Policy Review:

This policy will be reviewed annually.

Date of Implementation: This policy is effective immediately and must be fully adhered to by all personnel from **26th September 2025**.