



Technology Usage Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

Very Low , Low, Moderate , High , Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Children using devices / School computers	Exposure to inappropriate content	High	<ul style="list-style-type: none"> – Only educators will have passcodes to download games and apps and will ensure the “G” or approved “PG” rating of games before downloading. – If children are surfing the web or going on YouTube, permission for sites must be sort- sites will be locked and access will only be granted once deemed appropriate. – Technology is to be used in a common room (Hub of BRAC) to ensure that they can be closely monitored by educators at all times – All Technology will be password protected with access for educators only to enter or access – Children will not be left unsupervised when accessing the internet. – Where possible all devices will be set up with safety measures – this will include having child-safe browsers meant for kids, control settings and safe search settings. – Personal digital devices will be monitored during vacation care times and educators reserve the right to ask for inappropriate rated games/ videos to not be played while in attendance at the centre. – Children’s personal devices will not be able to connect to BRAC internet connection. – Children will not be permitted to take photos or videos of other children on personal devices at any time. – No chat sites or interactive games will be allowed to be downloaded on any devices eliminating the risk of children being able to text/chat/connect to others. – Children who have personal mobile phones must always keep their device in their bag unless permission has been given by an educator. – Educators may confiscate children’s personal devices if inappropriate use is occurring 	<p>All educators</p> <p>All educators & Families</p> <p>All educators</p> <p>Responsible Person</p> <p>All educators</p> <p>Head office</p> <p>All educators</p> <p>All educators</p> <p>Children & educators</p> <p>All educators</p> <p>All educators & Children</p> <p>Educators & Children</p>	<p>At all times</p> <p>At all times</p> <p>During use</p> <p>At all times</p> <p>During use</p> <p>As needed</p> <p>During use</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>As required</p>

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			<ul style="list-style-type: none"> During use of computers in computer room, children to access sites that are permitted by school, no access to emails, inappropriate games. 	Educators & Children	At all times
Loss or damage to personal or center-owned devices	Financial loss, data security concerns	Moderate	<ul style="list-style-type: none"> Children must be sitting whilst using tech Personal tech will be stored safely when not in use Personal tech is encouraged to be brought in with a hard cover case for additional protection 	Children Children Children & Families	During use After use Prior to bringing tech
Inappropriate children's behaviour	Cyberbullying or peer conflict	High	<ul style="list-style-type: none"> Where able Use of parental controls and filtering software to block inappropriate content. Access limited to approved apps, games, or educational websites. No social media platforms or open internet browsing unless directly supervised and purpose-driven. Block social media sites Educate children on digital safety Staff training in cyber safety 	Head office Responsible person All educators Responsible Person All educators Head office	As needed At all times At all times At all times As needed As needed
Privacy breach (photos, location, personal info)	Child safety risk	High	<ul style="list-style-type: none"> Prohibit photo sharing Disable GPS/location features No personal account logins by educators Review app permissions 	Responsible person Responsible person All educators Responsible Person	At all times At all times At all times As needed
Staff use of devices (personal or service mobile phones, ipads)	Sharing images of children Sharing personal information	Moderate	<ul style="list-style-type: none"> Staff are not to use their personal phones to take photos or videos of children Staff to keep personal devices in their bags during their shifts. Unless written authorisation is obtained Staff to communicate with coordinator if they require their phones for emergencies Work applications should not be downloaded on personal devices ACI policy will reflect safe use of technology and strict guidelines 	All educators All educators All educators Head office	At all times At all times As needed At all times At all times
Limited Esafety knowledge by children	Children not understanding risks associated with tech	Moderate	<ul style="list-style-type: none"> Where possible, we will incorporate technology safety learning into our Educational program We will advertise community links for families in regard to Esafety Educators to reflect upon safe use of technology and how we can support children to be safe online & with tech 	Educational Leader Responsible Person All educators	As needed As needed As needed

Completed by: Margaret Saldanha

Approved By: Tara Sheather

Signature:

Date: 11/9/25

Signature:

Date: 11/9/25

Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Very High	Very High
	Significant	Moderate	Moderate	High	High	Very High
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Likelihood		Impact	
Almost Certain	Is expected to occur in most circumstances	Insignificant	Injuries not requiring first aid
Likely	Will probably occur in most circumstances	Minor	First aid required
Possible	Could Occur at some time	Moderate	Medical treatment required
Unlikely	Not likely to occur in normal circumstances	Major	Hospital admission required
Rare	May occur only in exceptional circumstances	Severe	Death or permanent disability to one or more persons.

