

Policy Statement

Activity Centres Incorporated fosters a “culture of safety” in which the children and Staff are protected from abuse, harm and distress. We therefore have a clear policy on the acceptable use of personal mobile phones that is understood and adhered to by everyone: Staff, children and parents. Abiding by the terms of the Organisation’s Mobile Phone Policy ensures that we all:

- Protect children from harm and abuse
- Prevent Staff from being subject to false allegations
- Help Staff remain focused on the care of children
- Work in an open and transparent environment

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2018
- ✓ ACI Policies and Procedures
- ✓ Children and Young Persons (Care and Protection) Act 1998
- ✓ Commonwealth Privacy Act 1988 including:
 - Privacy Amendment (Private Sector) Act 2000
 - Australian Privacy Principles

Procedures

Use of personal mobile phones and cameras by Staff and volunteers:

ACI recognises that Staff may wish to have their personal mobile phones at work for use in case of an emergency. However, safeguarding of children within the Service is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore ACI Management has implemented the following guidelines:

- ✓ Personal mobile phones and cameras should be kept in Staff storage areas and only used outside shift times.
- ✓ If Staff members have a personal emergency they are free to use the Service’s phone. They can in turn speak to the Coordinator/Responsible Person to ask permission to make a personal call from their mobile in a designated area.
- ✓ If any Staff member has a family emergency or similar and needs to keep their mobile phone on them, prior permission must be sought from the Coordinator/Responsible Person.
- ✓ Personal mobile phones can be used at the discretion of Coordinators.
- ✓ Management team – (Manager, Assistant Manager, Service Support Coordinator, Coordinators) will be required to have their mobile phones on them while rostered on working directly with the children for communication and direct contact purposes and must adhere to the acceptable use guidelines.

Acceptable use:

- ✓ Staff may be permitted to use their mobile phone and will follow the appropriate use of personal mobile phones in the event of an emergency or allowable situation.

Emergencies such as:

- ✓ Lost child, serious incident, injury to child or Staff member, evacuation, lockdown etc.

Unacceptable use:

- ✓ Staff will not be permitted to use their personal mobile phones to check their social media, check or send text messages or reply to emails whilst supervising children.
- ✓ Staff must ensure that the use of mobile phones and other electronic devices does not interfere with the duty of care of the children.
- ✓ Staff must ensure that they prevent access by children to inappropriate information and images on their mobile phone.

Use of ACI mobile phones, cameras and recording equipment:

- ✓ ACI provides mobile phones, iPads and cameras for Staff to use to support their work with the children. To ensure the appropriate use of this equipment, and to safeguard children, the following guidelines apply:
- ✓ Only the cameras and recording equipment belonging to ACI may be used to take appropriate and relevant images of children.
- ✓ Service mobile phones will be used to take photos.
- ✓ Images must be used in accordance with the Commonwealth Privacy Act.

Wearable Technology Devices: such as Fitbits, Smart watches, activity and fitness trackers

- ✓ ACI recognises that the presence of wearable technology devices in the work place is growing.
- ✓ Inappropriate and unlawful use of wearable technology devices by Staff will be included in the disciplinary process.

Disciplinary Process

- ✓ Management will follow Disciplinary Action Policy.
- ✓ Staff may face severe disciplinary action up to and including termination for unacceptable use of mobile phones or wearable technology devices.

Unacceptable use – use of mobile phone without permission, breaching confidentiality or a child protection issue.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 8th August 2018

Staff Mobile Phone Policy is to be reviewed by the 8th August 2020



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