



Use of Electronic Devices Whilst On Camp Policy

1. USE OF ELECTRONIC DEVICES WHILST ON CAMP POLICY

2. INTRODUCTION

- To provide guidelines for LIFE SKILLS & ADVENTURES staff wanting to incorporate TV, video, film games and electronic devices into LIFE SKILLS & ADVENTURES Camping programs.
- To ensure that LIFE SKILLS & ADVENTURES staff are aware of their responsibilities in regards to maintaining appropriate use of TV, video, film, games and electronic devices within LIFE SKILLS & ADVENTURES services.
- To ensure that LIFE SKILLS & ADVENTURES staff have an understanding of proper use of mobile phones and other electronic devices.
- To ensure that children and families are clear on the expectations and guidelines around use of all of the aforementioned.

3. POLICY

To ensure that LIFE SKILLS & ADVENTURES maintains quality programming and also the safety of children and their belongings at all times, the following policy has been put in place:

TV, film, video and games will only be viewed that have a G or PG rating from the Office of Film and Literature Classification or equivalent body.

Staff should preview the film, DVD or video where possible.

Staff are to familiarise themselves with any children whose family deny them permission to view movies whilst at the service and ensure that alternative activities are made available to them for the duration of viewing.

Films and videos can be used as part of the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for the children's ages and that parent's permission has been given.

Thoughtful consideration must be given to the content and message of the program, video or film before it is incorporated into a program. Content and messages must not contradict LIFE SKILLS & ADVENTURES values.

TV and videos may only be used as part of a balanced program of activities. They may be used to highlight a particular activity or interest in the program.

TV, videos or film may be made available to children at the beginning of the day (between 7:30am-9:00am) and at the end of the day (between 5:00pm-8:00pm) as children arriving at the camp may need some calming time to 'wake up', likewise at the end of the day when they are worn out and need time to rest.

Videos or film may be planned as part of the program and advertised in the program to the parents/guardians.

Staff and children may only be filmed or photographed with LIFE SKILLS & ADVENTURES property such as digital cameras or iPads purchased specifically for use on the program, and only where permission has been granted.

Staff will familiarise themselves with children who are not to be filmed or photographed.

Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided in writing to the Camp Director, for each of the days required for use.

Children and staff are not permitted to use their personal phones or electronic devices for filming or photographing themselves or one another, unless an emergency situation requires reason to.

Phones or electronic devices may be confiscated if children or staff are seen to be using such items without proper authorisation.

Staff are to leave personal phones in the staff room at all times except where authorised and for excursions outside of the centre.

Children who have permission to bring these items are responsible for the safety of them at all times.

Electronic devices and video game use is to be moderated by staff at the program and only used as a special activity or where scheduled on the program, not to be available or in use at all times throughout each day.

3 DEFINITIONS

Electronic Device- Includes but not limited to ipods, ipads, computers, cameras, mp3 players, Gameboy, Wii, Xbox, PSP, phones, cameras, video players, smart watches and TV's.

4 SCOPE

This policy applies to LIFE SKILLS & ADVENTURES operations and has coverage over all children's programs regulated by the National Quality Standard Framework.

5 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Company Director(s)	Ensure the procedures are compliant to the regulations Implement training/education for staff It is the responsibility of LIFE SKILLS & ADVENTURES to appoint a representative at each Camp to manage all aspects of program.
Camp Leaders and Staff	Ensure compliance to policy in program delivery

6 MONITORING, EVALUATION AND REVIEW

Camp Directors and Leaders will monitor the implementation of the policy during shifts. Staff who breach the policy will be counseled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the Company Directors.

7 SUPPORTING DOCUMENTS

Safeguarding Children and Young People Policy
National Early Years Learning Framework
Victorian Early Years Learning and Development Framework
The Convention on the Rights of the Child

RELEVANT POLICY:

Children's Services Act 1996:

- Protection of children from hazards
- Inadequate supervision of children

RELEVANT DOCUMENTS:

LIFE SKILLS & ADVENTURES Handbook

RELEVANT REGULATIONS

Children's Services Regulations 2009

RELEVANT ACT

Children's Services Act 1996