

## ATTACHMENT 1

### DIGITAL COMMUNICATION PLATFORM SAFETY GUIDELINES

Using digital communication platform can be a great way for children to learn and explore, but it can also put them at risk. It is important for early childhood teacher and educators to understand the risks associated with children using the internet. The eSafety Commissioner provides early years professional learning and resources to help services in keeping children while safe online:

[www.esafety.gov.au](http://www.esafety.gov.au)

Prior to using a digital communication platform:

- Educators to complete eSafety learning module (refer to Sources)
- Educators to email digital communication platform guidelines and gain written consent from families
- Educators be familiar with using digital communication platform and its functions

Guidelines for educators

- Be the host and have full control throughout the session
- Two staff to be present online at all times
- Dress appropriately and ensure background is presentable and professional
- Ensure the use of the “waiting room” function so to monitor attendees
- Decline or remove unauthorised participants immediately
- Follow Child Safe Environment and Wellbeing and Code of Conduct Policy at all times
- Use the services digital communication platform at all times with families (no personal accounts)
- Use different meeting ID each session to reduce hacking attempts

Guidelines for families

- The educator is the host of the digital communication platform session and will have control of the meeting throughout the session
- All participants must join with the child’s first and last name for identification purposes
- A parent/guardian to be present online at all times
- All participants to dress appropriately
- Unauthorised participants will be immediately by removed by the host
- Keep private information for 1:1 discussion with the educator. If you wish to speak about a private matter, you can contact the educator via email or call to make a time to discuss the matter
- We ask families not to record, take photos during the digital communication platform sessions or share the digital communication platform links with others
- We encourage families to read the eSafety Commissioner’s Online safety for under 5’s booklet with their child/ren as part of our commitment to keep children safe while online

Consent

I \_\_\_\_\_ [parent’s full name] consent \_\_\_\_\_ [child’s full name] to participate in \_\_\_\_\_ [inset name of the digital communication platform] with Shine Bright Educators. I have read, understood and will adhere to the above uidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_