Playford
Primary School
excellence & empowerment

216-220 Adams Road, Craigmore SA 5114
Phone: OSHC (08) 8284 3061 Mobile: 0428 539 202
Email: PlayfordPS.OSHC277@SCHOOLS.sa.edu.au

MOBILE DEVICE USAGE POLICY

PURPOSE

Playford Primary School Out of School Hours Care (OSHC) is committed to providing a safe, supportive and child-centred environment for all children. To ensure compliance with the National Quality Standard, the Education and Care Services National Regulations, and the National Principles for Child Safe Organisations, this policy outlines clear expectations for the responsible management of mobile devices by both children and staff.

This policy supports the outcomes of the *My Time, Our Place* framework by promoting safe and positive interactions, protecting children's emotional wellbeing, physical safety and cyber safety, and ensuring that educators maintain high standards of supervision and professional conduct at all times. It aims to minimise distractions, safeguard children from harm, and uphold the safety, privacy and integrity of the OSHC environment.

STAFF MOBILE DEVICE USE

All educators, staff, volunteers and visiting professionals are prohibited from using personal mobile phones or smart devices while supervising or engaging with children at OSHC. Personal device use is only permitted during scheduled breaks and must occur away from children. Staff must use only OSHC-issued devices for any work-related communication.

CONSEQUENCES FOR STAFF

In the event that an educator, staff member, volunteer or visiting professional uses a personal mobile phone or smart device while supervising or engaging with children at OSHC, the following steps will occur:

1. Verbal Reminder / Redirection
   The staff member will be reminded of the OSHC Mobile Device Usage Policy and directed to immediately put the device away.
2. Formal Warning
   If the behaviour continues, a formal written warning will be issued and documented by the Nominated Supervisor or Approved Provider.
3. Reportable Conduct
   Any behaviour that places a child at risk of harm, violates privacy, or involves image-based misuse will be reported to:
   - the Approved Provider/Responsible Person
   - relevant child protection authorities, and
   - any other bodies required under the Education and Care Services National Law.
4. Serious or Repeated Breaches
   If a staff member:
   - uses a device in a way that compromises supervision,
   - fails to follow child safety protocols, or
   - accesses or shares inappropriate content while on shift,

   this will result in termination from duties immediately pending investigation, in accordance with child safety and HR processes.

IMPLEMENTATION

We understand and accept that parents often provide a mobile device for their child/ren to provide personal security and safety whilst they travel to and from school and therefore students *may* have a mobile device with them when they attend OSHC.

However, within our OSHC Service, mobile devices are not permitted to be utilised as we provide a balance of activities for students where a mobile device is not required. Some children with a disability or health condition, may rely on the use of a mobile device for support needs and will be exempt from this restriction. Exemptions must be made to management or the approved provider and clearly documented in the child's enrolment record.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/RESPONSIBLE PERSON /EDUCATORS WILL ENSURE:

- children, families and carers attending Out of School Hours Care (OSHC) adhere to the policy
- any external communication is supervised and made using the OSHC service-issued phone
- parents/carers can access the OSHC phone number to make contact if required
- children do not use their mobile device whilst attending OSHC, including attending excursions and/or incursions
- if smartwatches are allowed to be worn, they should be turned to aeroplane mode to prevent notifications and other disruptive notifications
- the OSHC takes no responsibility for mobile devices that are brought to the Service (this includes if mobile device is lost or is damaged).
- all mobile devices must be clearly labelled with the child's name
- consultation will be made with management and parents of a child who requires access to a mobile phone due to their disability or medical condition.

STORAGE OF MOBILE DEVICES

If a child must bring a mobile device to OSHC for any reason, it will be handed to an educator, ensuring it is switched off and stored in a locked cupboard within the Service and collected by parents/carers at the end of the day.

CONSEQUENCES

In the event of a child using their mobile device without permission, the child will be directed to place the device in a locked cupboard for the remainder of the session and returned to the parent/carer at the end of the day.

Should the child be accessing inappropriate content or using the camera on the device without permission, written notification will be provided to parents advising them of the incident. The letter may also outline future restrictions to be imposed on the student's eligibility to have their mobile phone at the Out of School Hours Service at any time.

Any intentional misuse of a mobile phone for the purpose of online bullying or image-based abuse will be investigated and reported to relevant child protection authorities such as the Office of the eSafety Commissioner.

EDUCATIONAL JURISDICTIONS POLICY INFORMATION

SA: Mobile phones and personal devices at school

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Mobile Device Usage Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
155	Interactions with children

SOURCES

Australian Children's Education and Care Quality Authority (ACECQA). NQF Online Safety. (2025)
Australian Government Department of Education (2022). My Time, Our Place- Framework for School Age Care in Australia. V2.0
Australian Government eSafety Commissioner
Australian Human Rights Commission (2020). *Child Safe Organisations.* https://childsafe.humanrights.gov.au/
Centre of Education Statistics and Evaluation (2018) *Impact of mobile digital devices in schools*
Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).
eSafety Commissioner
NSW Department of Education Review into the non-education use of mobile devices in NSW. (2024).
Victorian Department of Education. (2019).
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012

REVIEW

POLICY REVIEWED BY	Jason Sheehy	Principal	10/08/2026
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