

# eSafety checklist for early learning services

Name of service: \_\_\_\_\_

Completed by (team or individual): \_\_\_\_\_

Checklist completed on (date): \_\_\_\_\_

Checklist shared with the service team on (date): \_\_\_\_\_

## Aim

The aim of this checklist is to ensure our early learning service has the processes, policies and practices to support a safe online environment. An early learning service with a safe online environment:

- understands the risks associated with being online for children, families, educators and the service more broadly
- provides experiences for children that help them learn and remember key strategies for being safe online
- supports staff through the development of policies and practices
- supports and communicates with families about safe online practices at home and in the community.

## How to use this checklist

eSafety's checklist for early learning services is organised into 5 sections:

- Policy
- Educational Program and Practice
- Infrastructure and Technology
- Educators
- Families

Each section has a list of questions to help you assess your service's policy, programs and practices for online safety considerations. Each question is referenced against the [National Quality Standard \(NQS\)](#) and [Early Years Learning Framework \(EYLF\)](#), which can form evidence for Assessment and Rating.

Go through each section and consider how the questions speak to your service's philosophy and beliefs about digital technology use.

For each question, tick 'Yes' if your service complies with it and explain how it is evident. Tick 'No' if this is something that does not align with your service's beliefs about digital technology use and explain why. Tick 'Not yet' to indicate this element is being worked on and note who is responsible for its completion.

If you or your team find there are elements of this service that need more information, refer to eSafety's Professional Learning Module: [Creating a Safe Learning Environment](#). This module explains each section, features research from a variety of experts and links out to supporting documentation and examples. This checklist has been embedded in the module for ease of use.

## Policy

Ensure your service has a written policy describing the acceptable use of digital technology at your service. This might be a specific Acceptable Use of Technology policy or content may be covered in your existing child safety and wellbeing policy, social media policy or code of conduct at your service.

Key questions	Check and explain		
<p><b>Does your policy describe safe online expectations for children and educators? These include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• age-appropriate access to technology</li> <li>• the taking of photos and videos</li> <li>• the use of service name/location on social media</li> <li>• personal and professional use of social media by employees.</li> </ul> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Does your policy detail procedures and processes around the capturing, storing and sharing of children’s images and videos?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Does your privacy and confidentiality policy include terms about the sharing of personal data online?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>If your service uses an online parent communication tool, does its data storage and sharing procedure comply with relevant legislation, including the Privacy Act 1988 (Cth) or relevant state and territory legislation?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Does the policy require signed parent/carer consent to collect and share personal information, images or videos of their children online?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Does your policy explain how children, educators and parents can raise concerns about digital technologies?</b></p> <p>NQS: 2.2.2</p>	Yes	No	Not yet
<p><b>Is there a clear process for recording breaches of policy?</b></p> <p>NQS: 2.2.2</p>	Yes	No	Not yet
<p><b>Does your policy have links to support agencies including the eSafety Commissioner (eSafety), Kids Helpline, Headspace and Parentline?</b></p> <p>NQS: 2.2.2; EYLF: Practice - Holistic approaches</p>	Yes	No	Not yet
<p><b>Are there timelines for policy review?</b></p> <p>NQS: 7.2.1; EYLF: Principle - Ongoing learning and reflective practice</p>	Yes	No	Not yet

## Educational program and practice

Ensure your service has online safety principles embedded in your program and practice.

Key questions	Check and explain		
<p><b>Does your service provide children with the opportunity to engage in digital play through communicating, creating and consuming digital content in safe and age-appropriate ways?</b></p> <p>NQS: 1.1.1 EYLF: Learning outcome: Children are confident and involved learners</p>	Yes	No	Not yet
<p><b>Do your educators regularly discuss concepts of 'being online' or 'the internet' with children so that they continue to develop their understanding?</b></p> <p>NQS: 1.2.1 EYLF: Learning outcome: Children have a strong sense of identity</p>	Yes	No	Not yet
<p><b>Do your educators teach and regularly remind children about online safety (e.g. asking permission before they take a photo)?</b></p> <p>NQS: 1.2.2 EYLF: Learning outcome: Children have a strong sense of wellbeing</p>	Yes	No	Not yet
<p><b>Do children know what to do if they encounter inappropriate materials online?</b></p> <p>NQS: 5.2.2 EYLF: Learning outcome: Children are effective communicators</p>	Yes	No	Not yet
<p><b>Is online behaviour included in discussions and activities promoting respectful relationships?</b></p> <p>NQS: 5.2.2 EYLF: Learning outcome: Children are confident and involved learners</p>	Yes	No	Not yet

## Infrastructure and technology

Ensure your service has online safety principles embedded in your program and practice.

Key questions	Check and explain		
<p><b>Do you have a record of what technologies you have in your service and which are connected to the internet?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Do you have appropriate filtering and monitoring in place?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet
<p><b>Are your device settings at a level of privacy that reflects data protection laws?</b></p> <p>NQS: 7.1.2</p>	Yes	No	Not yet

## Educators

Ensure your educators model safe online practices for young children and know your service's online safety policies.

Key questions	Check and explain		
<p><b>Do your educators provide appropriate supervision when young children are using digital technology?</b>                      NQS: 2.2.1; EYLF: Practice - responsiveness to children</p>	Yes	No	Not yet
<p><b>Have your educators engaged in professional learning about online safety (such as eSafety's professional learning modules), enabling them to identify and mitigate the risks associated with being online?</b>                      NQS: 7.2.3; EYLF: Practice - continuity of learning and transitions</p>	Yes	No	Not yet
<p><b>Do you provide educators with regular opportunities to engage in ongoing, informal professional learning so they have up-to-date information about the risks and changing practices in online safety?</b>                      NQS: 7.2.3; EYLF: Principle - ongoing learning and reflective practice</p>	Yes	No	Not yet
<p><b>Are your educators aware of (and compliant with) your guidelines around privacy and their own use of social media for professional as well as personal purposes?</b>                      NQS: 7.2.3; EYLF: Principle - ongoing learning and reflective practice</p>	Yes	No	Not yet
<p><b>Do you regularly involve educators in the development and review of your online safety policies?</b>                      NQS: 7.2.1; EYLF: Principle - ongoing learning and reflective practice</p>	Yes	No	Not yet

## Families

Ensure your service is providing regular, quality information to your families about being safe online.

Key questions	Check and explain		
<p><b>Do you have a parent-engagement strategy to communicate appropriate online safety information?</b> NQS: 6.1.1; EYLF: Principle - Partnerships with families</p>	Yes	No	Not yet
<p><b>Are there processes in place to ensure children and parents/carers who speak languages other than English understand your online safety policy?</b> NQS: 6.1.3; EYLF: Practice - cultural competences</p>	Yes	No	Not yet
<p><b>Does your policy outline appropriate ways for families to communicate and raise online issues?</b> NQS: 6.1.3; EYLF: Principle - Partnerships with families</p>	Yes	No	Not yet
<p><b>Have your parents/carers been involved in the development and review of your online safety policies?</b> NQS: 6.1.1; EYLF: Principle - Partnerships with families</p>	Yes	No	Not yet
<p><b>Do you provide your families with information on where to go for help with online safety issues, including the eSafety Commissioner (eSafety)?</b> NQS: 6.1.3; EYLF: Principle - Partnerships with families</p>	Yes	No	Not yet

When this checklist has been completed, ensure it is shared with educators and your service community (such as your families, local schools and others) to show them what your service is doing to improve children's online safety.

Ensure this checklist is reviewed and updated regularly to reflect advances in technology, new online safety resources and data protection laws, as well as any changes to your service's philosophy and beliefs about digital technology use.

**Date for review and update:** \_\_\_\_\_