

## **Z STAFFING – NO PERSONAL DEVICES POLICY**

(Mobile Phones, Smart Watches & Wearable Technology)

### **Applies to all Z Staffing Educators Working Across Early Childhood Services**

#### **Purpose**

Z Staffing is committed to child safety, privacy, and professionalism across all early childhood education and care (ECEC) settings. In response to sector-wide concerns and updated safeguarding expectations, we have implemented a strict no personal device policy to protect the wellbeing of children and ensure full compliance at all times.

#### **Scope**

This policy applies to all Z Staffing educators working in:

- Long Day Care
- Kindergarten / Preschool
- Occasional Care
- Outside School Hours Care (OSHC) / Vacation Care
- Any other early childhood service setting

#### **When and Where This Policy Applies**

This policy is in effect the moment an educator enters an early childhood service premises.

Educators may have their personal mobile phones, smart watches, and wearable technology with them on site, however:

- Devices must be turned off or set to silent
- Devices must be stored securely in the educator's bag
- Devices must not be carried on the body, worn on the wrist, or stored in pockets while in child-accessible areas

- Devices must never be used, visible, or accessed in classrooms, playgrounds, bathrooms, or any area where children are present or can see them

Devices may only be accessed in private, child-free areas such as the staff room, office, or another designated staff-only location.

### **Emergency Contact**

If an educator urgently needs to make or receive a call:

- They must inform the Responsible Person at the service
- They may step into a private, child-free space (such as the staff room or office) to briefly access their phone
- The device must be returned to their bag immediately afterward

Most services will have landlines or centre-issued devices available for emergency use.

### **Breach Consequences**

Any breach of this policy will result in instant dismissal from Z Staffing.

- The educator will be immediately removed from all future shifts
- The breach will be documented in the educator's profile
- The breach may impact the educator's ability to work within the early childhood sector through Z Staffing

The early childhood service will notify Z Staffing of any breach. No warnings will be issued. There are no acceptable reasons for having or using a personal device in a child-facing area while on shift.

## **Educator Responsibilities**

Z Staffing educators must:

- Store personal devices securely in their bag, not on their person
- Keep their bag in the designated staff-only area
- Refrain from using or accessing devices during their shift unless in an appropriate private location
- Act professionally and in line with all child safe and supervision standards
- Ask questions or request support if unsure about service-specific requirements

## **Policy Control and Review**

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