

CHILD SAFE TECHNOLOGY POLICY

1. PURPOSE

The Kokoda Youth Foundation (KYF) is committed to ensuring a safe digital environment for children and young people engaged in its programs. This policy establishes guidelines for the responsible use of technology, digital communication, and social media to protect participants from online risks, maintain professional boundaries, and promote digital well-being.

2. SCOPE

This policy applies to all KYF employees, volunteers, board members, contractors, and external stakeholders who interact with children and young people through KYF programs, events, and online platforms.

3. PRINCIPLES

KYF is committed to:

- Ensuring safe digital communication between staff, volunteers, and children.
- Protecting children from online harm, including cyberbullying, grooming, exploitation, and digital harassment.
- Maintaining professional boundaries in digital interactions.
- Providing guidance and education on responsible digital behaviour.
- Monitoring and managing technology use to ensure compliance with child safety requirements.

4. TECHNOLOGY AND DIGITAL COMMUNICATIONS GUIDELINES

4.1. Approved Communication Channels

- All communication with children must be conducted through KYF-monitored and approved platforms
- Private messaging between KYF staff/volunteers and children on personal accounts (e.g., personal social media, private phone numbers) is strictly prohibited.
- All video conferencing sessions must be supervised, recorded, or have a second adult present.

4.2. Social Media Use

- KYF staff and volunteers must not add or accept friend/follow requests from children on personal social media accounts.
- KYF's official social media accounts must be used for program updates and engagement, with strict content moderation policies in place.
- Comments, posts, or messages deemed inappropriate, harmful, or harassing will be reported and removed immediately.
- Photos, videos, or personal information of children must not be shared without explicit consent from parents/guardians.

4.3. Expectations for Children's Use of Technology

- Children are expected to use technology responsibly and in line with KYF values.
- Misuse, including unauthorised recording, sharing of inappropriate content, or cyberbullying, may result in restricted access or removal from the program.

4.4. Online Safety and Cybersecurity Measures

- KYF will implement age-appropriate filtering and security settings on all devices used in program delivery.
- Staff and volunteers must complete annual cyber-safety training to stay updated on emerging risks and online safety best practices.

- Grooming and online exploitation indicators
- Social media literacy and privacy settings
- Reporting requirements
- Cyberbullying response and prevention
- Personal devices used for KYF purposes must adhere to this policy.

4.5. Cyberbullying Prevention and Response

Cyberbullying includes online harassment, intimidation, threats, or exclusion of a child by another person. KYF will:

- Educate children on the impact of cyberbullying and how to seek help.
- Monitor digital interactions for signs of online bullying.
- Respond immediately to all reports of cyberbullying.
- Provide referrals to support services as required.
- Remove individuals from KYF programs if they engage in persistent or serious cyberbullying.

4.6. Reporting Online Safety Concerns

- Any concerns regarding inappropriate digital interactions, cyberbullying, or online grooming must be reported immediately to the KYF Child Protection Officer or CEO.
- Suspected criminal activity must be reported to
 - Queensland Police (000 or Crime Stoppers 1800 333 000).
- All concerns will be investigated promptly, with disciplinary action taken where necessary.

5. COMPLIANCE AND CONSEQUENCES

- Staff, volunteers, or contractors found in violation of this policy may face disciplinary action, including termination.
- Any criminal activity will be reported to law enforcement.

6. RELATED DOCUMENTS & REFERENCES

This Policy aligns with:

- Child Safe Organisations Act 2024
- National Principles for Child Safe Organisations
- KYF_RISK_POLICY_Child Protection and Risk Management Strategy_V2_2025

Related documents:

7. APPROVALS & AUTHORISATION

Version	Approved By	Approval Date	Review Date
1	Board of Directors	15 April 2025	30 April 2027