

BEFORE YOU BUY • FOR YOUR APPROVED PROVIDER OR
COMMITTEE

Committee Decision Brief

Digital Technologies - Turning Policy Into Practice

A short, costed case for approval you can take to your management committee or approved provider, so the professional learning budget covers this session.

Jodie Clarke • The Empowered Educator

Digital Technologies: Policy into Practice

A ready-to-run professional development session and policy package for our service.

◆ What Is Being Requested

Approval of \$197 from the professional development budget to purchase a one-off, ready-to-run staff training session and policy package. It is delivered at a regular staff meeting by our own educational leader following a step-by-step guide, with the teaching provided on video by an external early childhood specialist.

There is no subscription, no ongoing cost, no travel and no need for casual cover.

◆ Why This Is Needed Now

Sept 2025	Approved providers have been required to ensure services hold written policies and procedures for the safe use of digital technologies and online environments. This covers photos and videos of children, family authorisation, optical surveillance, service-issued devices and children's own device use.
Jan 2026	Child safety wording was sharpened in the National Quality Standard, in the Quality Areas assessed during our Assessment and Rating. A brief, general policy statement is unlikely to meet the expanded expectations.
Feb 2026	National digital-device reforms commenced for centre-based services, subject to how they apply in our state or territory. These change what staff may carry and use while working directly with children.

Separately, our educators already use digital documentation apps, and those apps are progressively adding artificial intelligence features. A feature appearing inside an app we already pay for is not the same as our service having approved its use. That decision is ours to make and to write down.

◆ What the Session Covers

The session works through the five policy matters the Regulations require, followed by two added safeguards that reflect how services actually operate now.

#	THE 5 + 2
I	Images and videos
II	Family authorisation
III	Optical surveillance
IV	Service-supplied and personal devices
V	Children's use of digital devices
+1	Online environments and access (added safeguard)
+2	Artificial intelligence (added safeguard)

Artificial intelligence is not a sixth separately named requirement. It is included as an added safeguard because current ACECQA guidance says that services using AI should incorporate that use into this policy. A service that uses no AI simply records that position and decides what approval would be needed first.

◆ What the Service Receives

- A 60-minute whole-team session: approximately 30 minutes of recorded expert teaching, followed by guided team discussion, run from a timed facilitator guide. About 10 to 15 minutes of preparation.
- A model policy and an editable fill-in template, completed through team decision points so the finished policy reflects our service's actual practice.
- A team worksheet that records current practice, gaps, owners and return dates for each of the seven areas.
- A ready-to-adapt letter informing families of our approach.
- A reference sheet mapping each area to the relevant Regulations and Quality Areas.
- A dated reflection record of the session and the decisions made.
- Completion certificates and PD register entries for every staff member attending, plus updates to the materials for 12 months as requirements evolve.

COST IN CONTEXT

\$197 one-off, licensed for unlimited use within our service for the whole team, including casual staff and new employees as they join.

For a team of 12, that is about \$16 per educator: a fraction of the cost of an external presenter or an off-site training day, with no cover staff required.

Payment by card, invoice or purchase order.

HOW THE RISK IS MANAGED

The Empowered Ed Promise. If something is not working, we email Jodie directly and she will personally help us one to one until it does what was described. Australian Consumer Law rights apply automatically and are not limited.

Independence. The provider is not affiliated with any software company, so the guidance is impartial.

WHAT THIS PACKAGE DOES, AND WHAT IT DOES NOT DO

The session gives our team a structured review, a service-specific draft and a dated record of the discussion. Those records may contribute to our Quality Improvement Plan and professional learning evidence when they reflect what we actually do.

It does not, by itself, establish compliance or guarantee an Assessment and Rating outcome. The approved provider remains responsible for approving the final policy and for checking the requirements that apply in our jurisdiction. The materials are general educational information, not legal advice.

◆ About the Provider

Jodie Clarke is the founder of The Empowered Educator and has over 30 years of hands-on experience across family day care, long day care, OSHC, IHC and community services. She's a mum of three in regional Australia who still believes the best learning happens when children are given the space, time, and materials to play - and that the adults supporting them deserve tools that make the paperwork side easier.

Today, Jodie combines her play-based learning expertise with practical AI tools she's built specifically for early childhood educators, helping thousands of educators work smarter without losing what makes them so good at what they do.

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DECISION REQUESTED

That the committee approve a one-off expenditure of **\$197 (incl. GST)** from the professional development budget for the Digital Technologies: Policy into Practice staff session and policy package, to be delivered at the next scheduled staff meeting.

PRESENTED BY

SERVICE

DATE