



## Little Swans Day Nursery Learning Journey Policy

**Reviewed by:**

Elaine Boulton nursery Owner

**Updated:**

August 2021

### **Aims:**

Little Swans Day Nursery ensures that all children attending the setting have a personal online learning journal which records photos, short video clips, observations and comments, in line with the Early Years Foundation Stage (EYFS), to build up a record of each child's achievements during their time at the nursery as well as assess development and identify next steps in learning.

### **Procedures:**

- Little Swans Day Nursery uses an online Learning Journey system (your learning journals), allowing staff and parents to access the information from any computer via a personal password protected log in
- Staff access allows input of new observations, short video clips, photos or amendment of existing observations and evidence
- Parent access allows input of new observations and photos or the addition of new comments on existing observations and photos – parent log in accounts do not have access to edit any information inputted by nursery staff on their child's accounts
- Observations from staff which on the learning journey system are moderated by staff before being made live for parents to view
- Parents logging into the system are only able to see their own child's learning journal
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's learning journeys, and to protect images of other children that may appear in other children's learning journey's, and to protect images of other children that may appear in any photos contained in their child's learning journey
- The learning journey is started once the child starts at the setting and during settling in sessions as part of the transition period
- New observational entries to a child's learning journey will usually be uploaded within one week of the observation being made
- Observations are written in present tense
- We will try wherever possible to allocate learning journey time per week to each member of staff to enable them to upload images / observations of their key children. Any overflow will have to be completed if staffs own time and this could be in their home environment as the journal site is password protected and timed out
- The child's learning journey is not used as a general communication tool between nursery and home. A child's learning journey is a document recording their learning

and development and parents may add comments on observations or contribute photos, video clips or observations about activities they have been doing at home.

- Parents have an online daily report they receive each day their child is in attendance at the nursery and that this is used as a general communication tool
- A message portal is also available so parents can be sent messages directly and respond using the same system
- Parents are still able to contact nursery through the usual channels for any other day to day matters e.g. absence, lost property etc...

### **Security**

- The learning journey system is hosted on secure dedicated servers based in the UK
- Access to information stored on the learning journey can only be gained by a unique user ID and password which is set up by nursery once a child has been registered to start at the nursery and is set up by a member of the nursery management team
- Parents are only able to see their own child's information and are unable to log in to view other children's learning journals

This policy will be reviewed at least annually – next review date August 2022