

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Providers must have and implement a policy and procedures to safeguard children.

1.8 Online Learning Journals

Policy statement

At Enstone Pre-school we create an 'online learning journal' for all children attending through the platform of 'LearningBook', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership and good communication between the setting and home and the children. Termly reports are produced including 'Baseline', 'Summative', 'Two Year Progress Check' and 'Final' and key workers regularly monitor each child's learning and development to ensure each child is progressing appropriately. Each child's learning journal will go with them if they move to another setting using the LearningBook platform.

Procedures

- At Enstone Pre-school we use the secure online system LearningBook which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's children.
- Parents logging into the system are only able to see their own child/ren's learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos - any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Staff take care not to include other children in individual learning journal observations however this cannot be guaranteed. Therefore, before parents are linked to their child/ren's learning journal they are asked for written consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video.
- Before using and accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst LearningBook provides a fantastic tool for sharing information between Enstone Pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during face to face conversation at the setting during a prior agreed time.

- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.
- When a child leaves Enstone Pre-school their learning journal will go with them if their new setting also uses the LearningBook system. Otherwise, they will be archived from LearningBook when parents will have a 30-days grace period before their child's data will be permanently and irreversibly deleted.

Safe Use Agreement

- No staff member is allowed access to LearningBook until all suitability checks are in place including an enhanced DBS check and successfully signed up to the DBS update service.
- Staff have signed our 1.6 'Online safety staff declaration' agreement form agreeing to adhere to the terms in place. All staff sign self-declaration forms at least annually declaring that they do not have any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children.
- To maintain confidentiality, staff must log out of LearningBook when they are finished.
- Staff must not share usernames/passwords with anyone who is not employed by the pre-school.
- Staff should not share any information or photographs relating to children with any person not employed by Enstone Pre-school.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- Only staff who are acting as key workers to children are authorised to access LearningBook away from the setting.
- Staff must have authorisation from the session leader (manager or deputy) to take an iPad out of the setting. They must fill in and sign the iPad sign out sheet, which is then signed by the manager or deputy.
- Staff who do not have key children are only allowed to record observations on the LearningBook during session times under the supervision of the session leader (manager or deputy).
- If accessing LearningBook from a private computer, not on pre-school premises, staff must ensure anti-virus protection is installed and they must maintain confidentiality and professionalism.
- If staff access LearningBook from home, either from a Pre-school iPad or a private computer they must work in a private room away from other family members, completely log out of LearningBook when finished, and ensure that passwords are not saved anywhere which would allow anyone else access.
- All entries on LearningBook must be appropriate.
- All entries on LearningBook remain the property of Pre-school.
- At all times staff must comply with Safeguarding Child Protection policies.

This policy runs in conjunction with the following policies:

1.6 - Online Safety (use of cameras and mobile phones)

1.7 - Social Media

4.1 - Key Person

All Safeguarding Policies

Useful Pre-school Learning Alliance Publications

- Managing Risk (2009)
- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- Website Development and Design (2009)

This policy was adopted by		<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		

Name of signatory

Role of signatory (e.g. chair, director or owner)
