

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

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all the children are met.

10.16 Online Learning Journal Policy

Policy statement

At Tiptree Preschool Playgroup we use an online system called Family to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at all times. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety and security

Staff use tablets to take the photographs and videos for observations which are uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.

Family should only be accessed from staff's homes and never using a free wifi provision.

All staff with access to Family have up to date safeguarding training and of course be DBS checked.

Staff and parents must sign an agreement of Family use before they are granted access

Staff

Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop is provided for this. This will remain in a secure cupboard at pre-school. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Family site using their own device. Staff are not permitted to download any photographs/videos of the children onto their own devices. If staff do work on Family at home, they should be aware of any other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers and new login details will be created.

The Family on-line Learning Journey system is hosted on secure dedicated servers based in Denmark. All data held on our Family account is owned by Tiptree Preschool Playgroup, we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Photographs are stored on the tablets and are deleted on a regular basis by a member of staff.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. 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 any

photos contained in their child's Learning Journey. If parents withhold their consent their child is only ever photographed alone, and no shared observations are made including that child.

Before accessing the system, parents must sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Whilst Famly provides a fantastic tool for sharing information between Tiptree Pre-School Playgroup 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 a face to face conversation at the setting during a prior agreed time.

Parents without internet

For parents without access to the internet, we will print all the information from Famly and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

When children leave

When children move to another setting we will transfer the Famly account to the new setting, if they also use Famly. If they do not, we will email a PDF to the setting.

When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey, so they have a lasting record of their child's time at pre-school. The child's information, and their Learning Journey will be permanently deleted from our Famly account so no data on the child will remain with us once they have left.

Procedures

- At Tiptree Preschool Playgroup, we use the secure online system Famly 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 can capture observations for each other's children.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have been input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journal by the managing staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before accessing the system, parents must sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Famly provides a fantastic tool for sharing information between Tiptree Pre-School Playgroup and parents, will we continue with other methods 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 a face to face conversation at the setting during a prior agreed time.

- Observations are monitored and approved by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff sign a safe use of technology device agreement, before they are allocated access to devices for recording observations and Family access.
- Staff should log out of the Family app or program when they are finished in order to maintain confidentiality. Photographs and videos will be deleted from Ipods and cameras on a regular basis.
- Staff should not share log in or password details with any person not employed by Tiptree Pre-School Playgroup.
- Staff should not share any information or photographs/videos relating to children with any person not employed by Tiptree Pre-school Playgroup.
- 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.
- If accessing Family with a private computer, not on school premises, staff must maintain confidentiality and professionalism. All staff are required to have GDPR training before accessing Family at home.
- All entries on Family must be appropriate.
- All entries on Family remain the property of Tiptree Pre-School Playgroup.
- At all times staff must comply with Child Protection policies and Internet Security policy

Legal framework

- Child Protection Policy.
- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. (2015)
- Rights definition from the Family agreement.
- Reasonable effort to protect from Hackers, although no guarantee of 100% security (Family)
- Maintenance windows (Family)

This policy was adopted by

Tiptree Preschool Playgroup *(name of provider)*

Adopted at an AGM meeting on

10/02/2021 *(date)*

Date to be reviewed

10/02/2022 *(date)*

Signed on behalf of the provider

Name of signatory

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

Jade Oakes

Chair
