



## **Online Software and Learning Journal Policy**

Family is the software we use within our setting. This software is used as a general communication tool between Nursery and home. This software also enables us to make a child's learning journey recording their learning and development and parents may add comments on observations or contribute photos, videos, or information about activities they have been doing at home. Parents can also let us know if their child is unwell or absent for any other reason, check their invoices, notify us of holiday dates and contact us by message for other day to day matters.

Staff will use the software to sign children in and out, register snack choices and nappy changes, complete accident/ incident reports and keep track and administer medication. Where appropriate parents will receive a notification from the software for them to acknowledge the accident or medication, therefore ensuring that the parents have been told.

### **Aims**

Woodpeckers Pre-School ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

### **Procedures**

Each child will have an Early Years Practitioner (key person) allocated to them who will be responsible for the compilation of that child's Learning Journey.

Woodpeckers Pre-School uses an online Learning Journey system, allowing staff and parents to access the information from any computer via a personal, password-protected login.

Key person's access allows input of new observations and photos or amendment of existing observations and photos.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations inputted into the system are regularly moderated by the Supervisor.

Parents logging into the system are only able to see their own child's Learning Journey



The Learning Journey is started once the child has started Woodpeckers. We aim to upload photos of the child's first session as soon as possible to enable the parents and children to look at them together.

New individual observation entries to a child's Learning Journey will then be shared termly. Group observations such as PE will be shared as soon as possible.

Observations are written in the present tense.

All photographs/videos taken of children are either immediately saved on a child's learning journal or saved on the ipad. Once key person's have uploaded photographs/videos to children's learning journals, photographs/videos are deleted from the ipad.

If parents have no access to the Internet then Woodpeckers will be able to print a paper copy off for them at their request.

Once children have left the setting parents will still be able to access their child's profile but will no longer see new messages or posts on the news feed.

## **Security**

The software is hosted on secure dedicated servers based in the UK.

Access to information stored on it can only be gained by unique user id and password.

Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

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.

Parents/carers must not share, copy, distribute or display images/videos on their child's Learning Journal.

## **Data**

Woodpeckers' owns all right and title to the data and therefore has sole responsibility for the legality, reliability, integrity, accuracy and quality of our data.

All parties (staff and parent/carers) are requested to ensure that all posts, photographs, videos and observations are not:



- Unlawful, harmful, threatening, defamatory, obscene, infringing, harassing or racially or ethnically offensive;
- Facilitates illegal activity;
- Depicts sexually explicit images;
- Promotes unlawful violence;
- Discriminatory based on race, gender, colour, religious belief, sexual orientation, disability or
- In a manner that is otherwise illegal or causes damage or injury to any person or property.

Famly has the right, without liability or prejudice to disable or suspend our account if the above are breached. To read their data protection information please visit <https://www.famly.co/terms/data-processing-agreement>.

Key Person's will use either the pre-school computer or the tablet computers which have been bought for this purpose. These tablets are to be stored overnight in a located cupboard.

Staff are only allowed to use the nursery tablets and not permitted to bring their own phones, tablets or cameras.

Only those authorised by Woodpeckers will be able to access and visit Famly Accounts.

### **Staff**

Each member of staff will have access to the software and all children's accounts.

Each staff member must keep all access details confidential and are not permitted to use any material without written permission from the parents/carers.

Any member of staff who involved in disciplinary procedures will not have access to Famly.

Staff will be deleted from the software if they leave the setting.

Staff may only access the software on Pre-School equipment (laptop and ipads) and must not access Famly on personal ICT equipment.

The manager will receive a notification every time a member of staff post observations/photographs/videos to key children's accounts. These will be regularly reviewed to ensure the legality, reliability, integrity, accuracy and quality of our data.

All staff must sign an e-Safety Acceptable Use Policy.

### **Parents/Carers**

All parents/carers are asked to sign an agreement keeping data on the software protected. This includes:



- not publishing their child’s observations, photographs or videos on any social media site;
- keeping the login details confidential and within their trusted family;
- speaking to a member of staff if they experience any difficulties accessing their child’s online Learning Journal;

**Any parent/carer found not following the guidelines will have their access to their child’s learning journal withdrawn.**

Famly will prevent access to parents/carers whose children have been made inactive or have been deleted unless they have other children at our setting.

Parents/carers contacting Famly directly for access details to accounts will also be referred to Woodpeckers, the account holder.

The Keyperson will receive a notification every time parents/carers add posts to their child’s account.

These posts will be approved by the keyperson before being displayed on their child’s Tapestry Account. Once again, these posts will be reviewed to ensure the legality, reliability, integrity, accuracy and quality of our data.

This policy was adopted on 03<sup>rd</sup> September 2022 and will be reviewed annually.

Signed .....  
Chelsea Groome, Chair Person

**Trustee of Woodpeckers Pre School CIO**