



## ONLINE LEARNING JOURNALS POLICY

We aim to provide all children attending with an 'online learning journal' through the platforms of 'Eylog'. Events, e.g. observations, assessments, etc, are recorded. Parents can comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the settings and home as the children develop from when they first attend the nursery through to when they leave.

### Policy

- The use of secure online systems, either Eylog, allows staff and parents to access the information via a personal password-protected login (not to be saved on the device)
- Each child is allocated a key carer 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 either system via parent portals, Eylog, are only able to see their own child's learning journal.
- Parent access allows them to comment on staff observations as well as add their own observations and photos/videos. Any observations the parents add must be approved and added to the journal by the staff to ensure appropriate content.
- Before parents are linked to their child's learning journal, they are asked to give permission via registration documents, for their child's photo to appear in other children's learning journals, e.g. background, groups.
- EyLog are not used for sharing general communication. The learning journal is a document to record a child's learning and development to which parents can add comments or contribute information about 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 set during an agreed time.
- Observations and assessments are regularly monitored by the managing staff, e.g. room/staff meetings, to ensure they are providing relevant and informative information.

### Safe use agreement

- Parents will be given instructions for keeping the data protected, e.g. by insisting no photos are uploaded to social media sites without the written permission of the parents whose children are depicted in photos, videos, or text.
- Parents whose children have been made inactive or have been deleted will not have access to Eylog unless they have other children in the setting.
- Staff will be trained in the use of Eylog, including sensible precautions such as keeping all access details confidential, and not permitting any material to be used without written permission from parents/carers.
- Staff will be deleted from the Eylog account once they have left Company's employment.
- Staff who are involved in any unresolved disciplinary procedures will not have access to Eylog.
- Staff should log out of the Eylog app or program when they are finished to maintain confidentiality.
- Portable devices are locked away at night.
- Unused photographs will be cleared from devices on a regular basis.



- Staff should not share login or password details with any person not employed by the Company.
- Staff should not share any information or photographs relating to children with any person not employed by the Company.
- Staff should take all responsible steps to ensure the safekeeping of any portable device e.g. reporting any missing devices.
- All entries on Eylog will be appropriate.
- All entries on Eylog remain the property of the Company.

### **Associated documents:**

- [Safeguarding policy](#)
- [E-safety/ICT provision policy](#)
- [Whistleblowing/Staff Behaviour policy](#)
- [Data Protection policy \(GDPR\)](#)
- [Confidentiality policy](#)
- [Electronic devices/social network/social media policy](#)
- [Settling in/Key Carer policy](#)
- [Permissions form \(included in Child Registration process\)](#)
- [EyLog terms and conditions](#)