**Trinity Tots Nursery**

**Electronic Learning Journals Policy**

At Trinity Tots Nursery, we use an online journal system to record the observations, progress, and report summaries of children that use our service. The system is a closed system where parents only have login details and access to their children.

On the journal system, individual pages are created for every child. This page progresses with them throughout their enrolment at Trinity Tots Nursery. These pages contain the child’s name, date of birth, gender, which curriculum they are allocated to and other relevant details (i.e. English as an Additional Language, Additional Support Needs). If permission has not been given by a parent for images of their child to be shared then they must not be included in photo evidence for observations of other children. If another child is present in the photograph whose parents have not given permission then the photograph must not be uploaded to Learning Journals, or the face of the child for whom there is not permission must be obscured electronically prior to uploading.

The nursery manager or a nominated member of the management team is responsible for allowing staff access to Learning Journals. Access is granted through the Learning Journals configuration screen. The email address used for a staff account must be managed responsibly. If staff access their Learning Journals account from outside the nursery they are responsible for maintaining privacy of their account.

The manager or a nominated member of the management team grants parents access to Learning Journals. The manager or a nominated member of management is responsible for ensuring that the correct child profile is attached to each parent account.

Child access should be supervised by room practitioners. Staff and management accounts are equipped with “child view” function. This function is to be enabled if children are left to browse profiles on their own. At all other times a member of staff must supervise children’s use of Learning Journals

Learning Journals allow staff to upload photos, videos and relevant observations on the children under their care on their individual pages. The system also requires staff to identify areas that Developmental Miestones, Realising The Ambition or Curriculum for Excellence (Early Years) that the observations tie to. Further, the system contains a page to highlight aspects of the Getting it Right for Every Child (GIRFEC) well-being wheel (SHANNARI) if children are not meeting or obtaining elements to promote their development. Staff can track development of children’s development and growth through a tracking system tied to the observations. Lastly, staff include “next steps” on their observations where they can record how they will provide to further develop a skill and/or tie in the child’s interest of development into future planning. Parents have the ability to comment on observations uploaded to their child’s page and start a dialogue with staff through the comments section.

All children within Trinity Tots Nursery have an online journal as the nursery no longer keeps paper-based observations on children. The nursery does however keep paper copies of care plans on every child and some summary reports to collect parent feedback.

In the event that Learning Journals develops a fault which compromises the security of the privacy of the child profile the following procedure should be followed:

* Log out of the Learning Journals account
* Inform management of the fault
* Management will then inform Learning Journals by telephone and give a description of the fault
* Learning Journals will not be used until the fault can be confirmed to have been rectified by a member of Learning Journals staff
* Parents are to be informed and updated accordingly.