



### 33. Online learning journey

**Applies to:** *All staff, parents*

#### **Procedures**

- The Early Years Practitioners will be responsible for the compilation of all children's Learning Journeys.
- St John's Pre-School uses an online Learning Journey system (Evidence for Learning), allowing staff and parents to access the information from any computer, phone, tablet via a personal password protected login.
- Staff 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. Parents do not have access to edit existing material.
- All observations are regularly moderated by the setting manager before being added to the Child's Learning journey. Any inappropriate observations will be removed.
- Parents logging into the system are only able to see their child's Learning journey.
- 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 the images of other children that may appear in any photos.
- In the instance where a parent does not give permission for their child's photograph to be used, staff will ensure that every possible measure is taken to not include the said child in photographic evidence, with the exception of their own photos for their own journal.
- In the event that a parent does not have access to the internet or a suitable device to be able to view their child's learning journey, they will be invited into Pre-School where staff will facilitate access or the learning journey can be printed.
- New observational entries to a child's Learning journey will be uploaded within the week of the observation being made.
- In written observations, other children are referred to by initials not by name.
- When a child leaves Pre-School, their learning journey will be downloaded and sent to the parents to keep. This learning journey will then be deleted from our records.
- Evidence for Learning is not used as a general communication tool between home and school. A child's Learning Journey is a document recording their learning and development and parents may pass comments on observations or contribute photos, videos or information about activities that they have been doing at home.

### Staff Agreement

All staff using the system will adhere to a Staff Agreement where they shall:

- Only uses devices supplied by the Pre-School for their intended use and in line with their role as an employee of St John's Pre-School.
- Not download any images or information to personal computers/tablets/mobile phones.
- Not share the information stored with anyone other than the manager and EYFS staff.
- Ensure that log in details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photos stored on the device as soon as they have been added to the online Learning journey.