**Learning Journals Policy**

**Purpose of Policy**

Rainbow Nursery uses Learning Journals online personal learning plan system to enhance the teaching and learning of all areas of the curriculum. This policy aims to control usage and permissions effectively while actively involving parents with the children’s learning and maintaining children’s privacy whilst the system is in use.

All families are provided with access to an individual online learning journal through the Learning Journals platform when their child starts at our setting. This records observations, photos and videos. It also offers parents an opportunity to comment and add their own observations, photos and videos to their child’s journal. Sharing information in this way helps us all to create a strong partnership of setting and home learning throughout a child’s time with Rainbow Nursery.

The journal ceases as the child leaves our setting to attend Primary School or for any other reason that may arise. At the end of their time with us parents are given the opportunity to download or print their child’s completed journal for safekeeping/future reference.

**Access**

The Nursery Manager and Deputy Manager are 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 Nursery Manager and Deputy Manager will grant parental access to Learning Journals and are responsible for ensuring that the correct child profile is attached to each parent account.

Under no circumstances should login details be shared. Login details are considered to be the staff member’s username, password and pin number. Staff and management must not use Learning Journals whilst logged in on another account i.e. they must only use Learning Journals while logged into their own account.

Each child is allocated a key person who is responsible for their development and the compilation of their learning journals. However, all staff are able to record observations for each other’s children.

**Uploading Photographs**

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 faces of irrelevant children must be obscured electronically prior to uploading.

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

**Expectations**

Practitioners are required to upload a minimum of one photograph and observation per week. The Learning Journals system also supports staff in tracking children’s progress and coverage of the curriculum. Rainbow Nursery welcomes parental engagement in children’s learning. We encourage all parents to comment in the space provided.

**Daily Snapshot**

While clear expectations are set for practitioners to carry out observations, the setting understands that sometimes it can be difficult to find time to record detailed observations every week. However, parents are keen to receive regular updates about what their child has been doing at nursery, therefore staff will send parents “daily snapshots” each day using the story option on Learning Journals. There will not be required to link to curriculum, they will simply be a snapshot of something the child has done that day.

**Date Completed: November 2023**

**Review Date: November 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*