Learning Journey Policy

Aims

We ensure 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. It will also show children's developmental progress through the different age bands of the EYFS.

Procedures

- Each child will have a Nursery Practitioner allocated to them who will be responsible for the compilation of that child's Learning Journey.
- We use an online Learning Journey system (Famly), allowing staff and parents to access the information from any computer/smartphone/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 – parent log-ins do not have the necessary permission to edit existing material.
- Observations input into the Famly system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own 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 images of other children that may appear in any photos contained in their child's Learning Journey.
- New observational entries to a child's Learning Journey will usually be uploaded within a week of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are not referred to by name.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

- The Famly online Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Famly 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.

This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.

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