



Online Learning Journal Policy and Procedures

Introduction

Putnoe Woods Preschool ensure that all children attending the setting have a personal online record called an E-Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage.

The E learning Journal is a document that will 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 Early Years Foundation Stage.

It is the responsibility to ensure that the preschool adheres to the following practices.

Putnoe Woods Preschool use an online Learning Journal system (I Connect), allowing staff and parents to access the information from any computer via a personal, password protected login.

Putnoe Woods Preschool believe that we need to observe the children in our care and use these observations to record children's progress and plan exciting and meaningful activities and experiences. We now use a secure online learning system called I Connect. Your child's key person can upload observations, assessments, photographs and videos of the children throughout their time with us.

This is a completely secure system, only the management team, the key person and the child's parents will have access to the child's learning journal and only parents who are registered will be able to access the system whilst at work.

We encourage parents to be as involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their child for us to enjoy. This partnership creates a learning journal, which grows as your child develops into a true keepsake of their early years.

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's E-Learning Journal
- At registration parents are asked to sign giving permission for their child's image to appear in other children's E-Learning Journals, and to protect images



of other children that may appear in any photos contained in their child's E-Learning Journal

- Staff only use the preschool iPad, Samsung tablets or laptops which have been purchased for this purpose
- Staff access allows input of new observations and photos or amendment of existing observations and photos
- Parent access via Parent Zone allows parents to have their own input of new observations and photos and be able to make additional comments on existing observations and photos - parent logins do not have the necessary permission to edit existing material
- Parents logging into Parent Zone are only able to see their own child's E-Learning Journal
- The E-Learning Journal is started once the child has started preschool.
- We will try wherever possible to allocate "E-Learning Journal time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time
- I Connect is not used as a general communication tool between preschool and home. A child's E-Learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.
- All photographs taken of children are added to their E-Learning Journal and deleted from the tablet/pc. Photographs are removed from devices on a monthly basis given time to upload. Samsung devices automatically delete once uploaded; iPad require manual deleting
- The Deputy Manager / Team Leader are responsible for ensuring that all photographs have been removed from the tablet/pc and must log out of I Connect at the end of each day
- Staff members must not update their key child's E-Learning Journal from home - no child photos or personal information may be stored on staff personal devices
- If parents have no access to the internet, then a paper journal will be sent

Spotlights / Observations / Moments

- Observations that are inputted into the I Connect system are moderated by the Deputy Manager, Amanda Cowley or Assistant Amy Potheary before being added to the child's E-Learning Journal and being published.



- New observational entries to a child's E-Learning Journal will usually be uploaded within two weeks of the observation being made
- Staff will send moments on an ad hoc basis
- Observations are written in the present tense
- In all written observations, other children are referred to as 'C1', 'C2', etc - and not by name
- Starting Points are carried out approximately after 4 weeks of a child starting preschool and at developmental milestones, generally every 6 months
- Considerations will be added in the form of 'What Next' and 'Strategies', previously known as 'Next Steps'

Security

- If a member of staff leaves Putnoe Woods Preschool their access to I Connect will be revoked immediately and their details deleted from the system
- Staff are unable to gain access to the system out of working hours. If staff do attempt to log in outside preschool hours, the Preschool Manager and Deputy Manager will get notifications to their email as a permission code is required. This is a safeguarding and confidentiality concern
- The ability to save or screen shot photos or media from Parent zone is currently disabled for safeguarding.
- Parents NOT upload any media from I Connect to social media
- Each tablet is locked away overnight in a safe place
- The I Connect E-Learning Journal system is hosted on secure dedicated servers based in the UK
- Access to information stored on I Connect can only be gained by unique user id and password
- Parents can only see their own child's information via Parent Zone and are unable to login to view other children's information
- A secure link is emailed to parents once a child starts preschool so the parent can create an account protected by password

**This policy is in compliance with GDPR (General Data Protection Regulations)
May 2018**

Putnoe Woods Preschool



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Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2016	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
January 2018	Jo Skelton	
May 2018	Jo Skelton	GDPR statement added

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
May 2019	Jo Skelton		
November 2019	Jo Skelton	Consent Form Added	
November 2019	Jo Skelton	Photographs are removed from devices on a monthly basis	
November 2021	Jo Skelton Mandi Cowley	Spotlights / Observation / Moments	

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I Connect Online Learning Journal Consent Form

Childs Name	
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I Have read and understood the I Connect Online Learning Journal Policy

I consent that my childs image may appear in photographic and video media in other children's Learning Journals which can be viewed by their parents / carers and the staff of Putnoe Woods Preschool only.

I agree that I will NOT share any media contained within my childs Learning Journal.

Signed	
Name (Print)	

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Date	
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