

Stepping Stones Childcare

Children's Learning Journey Policy

Aims

Stepping Stones Childcare ensures 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.

EYFS key themes and commitments

A unique child	Positive relationships	Enabling environment	Learning and development
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Procedures

- Each child will have a key worker allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Stepping Stones Nursery uses an online Learning Journey system (The Learning Book), allowing staff and parents to access the information from any computer via a personal email and 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 Learning Book system are moderated by the Manager or a senior member of staff at Supervision.
- 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.
- Observations are written in the present tense.
- We will try wherever possible to allocate "Learning Book" 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.
- All photographs taken of children are stored on the nursery Learning book.

- The Learning Book is not used as a general communication tool between Nursery and home. A child's learning journey 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.

Security

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

Policy adopted on	25.04.2017
Signed on behalf of nursery	<i>Susan Perkins</i>
Review date	25.04.2018
Policy reviewed 01.05.18	<i>Susan Perkins</i>
Policy reviewed 08/01/2019	<i>Susan Perkins</i>
Policy reviewed on 10/01/2020 & 01/12/2020	<i>Susan Perkins</i>
Policy Reviewed 27/02/2021	<i>Susan Perkins</i>

Reviewed on:-	Signed on behalf of the nursery	Review date
26/03/2021	<i>Susan Perkins</i>	26/03/2022
08/02.2022	<i>Susan Perkins</i>	08/02.2023