We ensure that all children attending the setting have a personal online Learning Journey which records photos, observations and comments, in line with the Development matters framework 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 learning goals of the Development matters.

To help us achieve this in a more productive way, we use an online learning journey called Footsteps and daily diary communication tool software called Dayshare. This policy sets out our procedures for the safe and effective use of Footsteps and Dayshare and the management of online learning journals and daily information. To ensure the system works to the benefit of every child and parent, information is secure and safeguarding procedures are rigorous.

Staff members can upload observations, assessments, photographs and videos of the children throughout their time at the setting using Footsteps and daily information such as meals and sleep periods using Dayshare. Staff members are only to access Dayshare and Footsteps programs during nursery operational hours using Clarecroft equipment such as pads, laptops and computers.

This is a completely secure system, only the management team, the staff and the child’s parents will have access to the child’s learning journal and daily diary information and only parents who have signed the agreement and/or consent form will be able to have access to the system.

We encourage parents to be involved in the process as much possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their children for us to enjoy and add to the assessment process. This partnership creates a portfolio, which grows for your child to keep.

The staff will only use the setting’s tablets, which have been bought for this purpose. The tablets are to be stored overnight in a locked filing cabinet. The staff are not permitted to take the tablets home. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will.

**Procedures**

• The Early Years Practitioners will be responsible for the compilation of all children’s Learning Journeys and daily diary information.

• We use an online Learning Journey system (Footsteps) and daily diary information system (Dayshare), allowing staff and parents to access the information from any computer, tablet or mobile phone via a personal password protected login.

• Staff access allows input of new observations and photos or amendment of existing observations and photos along with daily information such as sleep periods and meals.

• 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 and information inputted are regularly moderated by the management team 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 and daily diary information.

• 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, except for their own photos for their online own online journal.

• New observational entries to a child’s Learning Journey will be uploaded within the week of the observation being made. Daily information such as consumption of foods and sleep periods will be uploaded before the end of the child’s session.

• Observations and Information are written in the present tense.

• Footsteps is not used as a general communication tool between home and nursery. A child’s Learning Journey is a document recording their learning and development and parents may ask comments on observations or contribute photos, videos or information about activities that they have been doing at home. Day Share is a general communication tool between home and nursery. This should not deflect away from verbal communication alongside this sharing tool.

**Staff Agreement**

Electronic tabletsare usedin the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

All staff using the system shall:

• Only uses devices supplied by the nursery for their intended use and in line with their role as an employee.

• Not download any images or information to personal computers/tablets/mobile phones.

• Not use devices for personal use.

• Not share the information stored with anyone other than the management team and EYFS staff.

• Ensure that log in details remain confidential to themselves.

• Ensure they are logged out when not in use and returned back to the charging dock located in the office.

• 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.

Staff will sign the electronic device out for the office when using, the device is then considered in the possession of that one person. The staff member is responsible for the device until retuned to and signed back into the office. If any damaged to the device is incurred during the period of possession this will be the responsibility of said person only and charges of repair may be incurred. Any malicious or deliberate damage to the device caused by the staff member or someone using the device during the staff members time of possession will be the responsibility of the person who has signed out the device.

Damages may include-

* Loss
* Accidental damage, including cracked screens.
* Accidental water and liquid damage.
* Theft
* Damage caused by making alterations to the device or acting against manufacturer guidelines.
* Loss or corruption of any kind of software or digital content other than standard manufacturer software.

All devices must be returned to the office by the end of the day and signed back in. Devices are to be placed onto the charging docking station located in the office and put to charge.

**Parental Restrictions**

Photos or videos including other children or staff should not be shared with anyone other than the Footsteps account holder. Parents are prohibited from sharing images or videos from Footsteps containing their child or other children to any social networking site or via email or text.

Parents sign an agreement to say they will adhere to this.

**Footsteps/Day share Software Privacy Policy:**

Both Footsteps and Dayshare has been created to help providers and families share information for the benefit of children. Both the Footsteps Online Learning Journal and Day share daily diary service is owned, managed and operated by Parenta, a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.

• When you open a Footsteps or Dayshare account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.

• When you take out an account with Parenta, or when you download and install an app, information will be exchanged. Parenta will not trade or otherwise pass on that information to any third party.

• Parenta services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.

• The data you enter is stored by Parenta but owned by you. If you decide to terminate your Footsteps or Dayshare account, they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means data will disappear forever. They will also delete all media files associated with the account.

• Parenta will not visit your account unless you ask them to (e.g. to address any issues you are experiencing).