



LEARNING JOURNAL (OBSERVATIONS) POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

Smarties Pre-School use the Blossom online system to make observations, track development and upload photographs following the EYFS framework. By using this online Learning Journal system it enables our staff to be more time efficient when making observations and tracking development allowing them to spend more valuable time with the children attending our setting.

Aims

- To use the Blossom online personal learning plan system to enhance the teaching and learning of areas of the EYFS.
- To maintain children's privacy whilst the system is in use
- To control usage and permissions effectively
- To actively involve parents with the children's learning

Procedure

Login details

Under no circumstances should login details be shared. Login details are considered to be:

- Username
- Password
- PIN Number

Staff and management must not use Blossom whilst logged in on another account i.e. they must only use Blossom whilst logged into their own account.

Access and Permissions

- A nominated member of the Smarties team is responsible for allowing staff access to Blossom. Access is granted through the Blossom configuration screen.
- The email address used for a staff account must be managed responsibly.
- If staff access their Blossom account from outside the Pre-School then they are responsible for maintaining privacy of their account. They are under no circumstances allowed to access their account on a public computer or device.

Parent access to Learning Journals

- A nominated member of the Smarties team grants parents' access to Blossom.
- Safeguarding and Welfare Requirement: Information and Records
- Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and help ensure the needs of all children are met.
- A nominated member of the Smarties Team is responsible for ensuring that the correct child profile is attached to each parent account.



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Child access to Blossom

- Child access should be supervised in accordance with our 'Online Safety Policy'.
- Staff and management accounts are equipped with 'child view' function. This function is to be enabled if children are left to browse profiles on their own. At all other times a member of staff must supervise children's use of Blossom.
- 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 parent has not given permission then the photograph must not be uploaded to Blossom, or the faces of irrelevant children must be obscured electronically prior to uploading.

Faults with Blossom

In the event that Blossom develops a fault which compromises the security of the privacy of the child profile the following procedure should be followed:

- Log out of the Blossom account
- Inform the Operations Manager of the fault
- The Operations Manager will inform Blossom by telephone and give a description
- Blossom will not be used until the fault can be confirmed to have been rectified by a member of Blossom staff Parents are to be informed and updated accordingly

This policy was adopted on:

Date to be reviewed:

Name of signatory:

Role of signatory:

Signed:

13th June 2022

13th June 2025

Victoria Hutter

Chairman of the

Committee 13.06.22