

## 1.4 Online Learning Journals & Online Records

At The Children's Workshop we create an online learning journal for all children using Blossom Educational which records observations, photos, and videos. This helps provide a strong partnership between the setting and home which aims to support every child's development.

### Procedures

- At The Children's Workshop we use the secure online system Blossom Educational Platform
- Each child is allocated a key person who is responsible for their development and the compilation of their online learning journals, however all staff can capture observations for each other's children.
- Parents logging into the system are only able to see their own child's learning journal and details.
- Before parents are linked to their child's learning journal, they are asked to give written consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video.
- Before using/accessing the system, parents must sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst the Blossom software provides a fantastic tool for sharing information between the preschool and parents, is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development. Any further discussion of progress or concerns will be done during a face-to-face conversation at the setting during a prior agreed time.
- Observations are regularly monitored and moderated by the Manager to ensure relevant and informative information is being provided.

### Safe Use Agreement

- No staff member is allowed to access Blossom until all suitability checks are in place including an enhanced DBS (Disclosure and Barring Service) check.
- Staff have signed a 'Code of Conduct' which includes use of technology by preschool staff terms and conditions.
- Staff also sign a self-declaration form once per year during appraisal and update this at each supervision, in which they declare that neither themselves and anyone who lives with them have any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children or automatically result in a dismissal by association.
- Staff will only be able to work on their key children's learning journals within preschool premises.
- Logging in frequency and use are monitored by the Manager.
- Staff must log out of their Blossom login when they are finished to maintain confidentiality.
- Staff must not share their login or passcode with any person.

- Staff must not share any information or photographs relating to children with any person outside The Children's Workshop preschool.
- Staff must take all responsible steps to ensure the safe keeping of any portable device e.g. Lenovo tablet or setting mobile phone that they are using and report any missing device.
- Staff who do not have key children are only allowed to record observations on the Blossom program during session time and under the supervision of the key person. This member of staff has limited access.
- All entries are the property of The Children's Workshop preschool until the child leaves the setting. After this time, the journals will become the property of the parents/carers.

## Data protection

- Blossom will maintain the confidentiality of all Personal Data and will not disclose Personal Data to third parties unless the Customer or this Agreement specifically authorises the disclosure, or as required by law.
- If a law, court, regulator or supervisory authority requires Blossom to process or disclose Personal Data, Blossom must first inform the Customer of the legal or regulatory requirement and give the Customer an opportunity to object or challenge the requirement, unless the law prohibits such notice.
- If Blossom becomes aware of breaches of the protection of personal data within Blossom's scope of responsibility, Blossom shall notify the Customer without undue delay. Blossom shall implement the measures necessary for securing Data and for mitigating potential negative consequences for the data subject; Blossom shall coordinate such efforts with the Customer without undue delay.
- The Customer should be notified of the point of contact for any issues related to data protection arising out of or in connection with the Agreement.
- As the Data Processor, Blossom warrants that it fulfils its obligations under Article 32 (1)(d) of the GDPR to implement a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

This policy is linked to the Safeguarding Children and Child Protection and Acceptable Use policies as well as the Staff Code of Conduct.