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Policy on EYLOG

EYLOG

Assessment plays an important part in helping parents, carers & practitioners to recognize children's progress, understand their needs & to plan activities and support. Parents and/or carers should be kept up-to-date with their child's progress and development' (EYFS, 2012)

Pelican Children's Centre believe that we need to observe the children in our care and use these observations to chart children's progress and plan exciting and meaningful activities and experiences. In the past we have used ring binders to store all our observations of the children at play. We have now decided to start using a secure online learning system called EYLOG. 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 Early Years Professional, manager, leads and 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.

We encourage parents to be as involved in the process as possible, not only by reading & commenting on the observations but also by uploading their own pictures and comments of their child for us to enjoy and add to the assessment process. This partnership creates a tapestry, which grows as your child develops into a true keepsake of their early years. This secure system also allows you to add grandparents and other family members so the whole family can join in with a child's nursery life in a way that wasn't previously possible. It allows all registered people to your child's journal to have equal access to it.

The staff will use either the centre's camera and computer or the tablet computers which have been bought for this purpose. There are 4 tablet computers on each floor. These tablets are to be stored overnight in a located cupboard. The staff are not permitted to take the tablets home and they are unable to access the EYLOG

system at all unless the manager has logged into the system from the main computer first. Staff are only allowed to use the centre's tablets and not permitted to bring their own phones, tablets or cameras onto the floor. Staff are only allowed to use the tablets for accessing EYLOG. No other internet site will be accessed. Staff belongings are stored in the staff room.

If parents have no access to the Internet then a paper learning journal will be produced.

Other policies that can be read in conjunction with this are

- Observation, Assessment & Planning (OAP)
- Photographic
- Safeguarding
- Play & learning

This policy was adopted

on.....

By.....

Review

date.....