

1.8 Use of Digital Learning Journeys – Learning Book

Policy statement

We take the safety and privacy of children and families very seriously. Our Digital Learning Journey policy applies to our use of the online programme Learning Book which we use to record observations, make assessments and communicate developmental progress with parents. It is a tool to promote parental engagement with our curriculum, and children's learning and development

Procedures

- The person responsible for overseeing the implementation of this policy is **Cheryl Latham**
- The Learning Book parental access is limited to staff and parents
- Admin – All entries will be reviewed and edited by trained staff
- The Learning Book package was chosen, as the Samsung Tablets are locked down, to enable access to the Learning Book applications only. The admin portal is password protected. Further information on the Safeguarding Features can be found at www.learningbook.co.uk
- Parents will be invited to join Learning Book, and be issued with a unique password and login details.
- Instructions and guidelines will be issued to parents, to enable them to make full use of the features
- Parents can choose to opt out of the Digital Learning journey, and continue to have printed copies. However, the Learning Book tablet will be used to capture photos, observations, video and audio.

This policy was adopted by

On _____

Date to be reviewed _____

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____