



**SEVENOAKS**  
PREPARATORY SCHOOL

**SAFEGUARDING – ONLINE LEARNING JOURNAL (TARGET TRACKER) POLICY**

**Policy reviewed and amended:** 12.9.19

**Next review date:** 30.8.20

**Governor Lead:** Tim Dickinson and Marius Carboni

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**Status and Review Cycle:** Annual

Sevenoaks Prep ensures that all children attending their Early Years classes (Nursery, Kindergarten and Reception) have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage. Will be used to build up a record of each child's achievements

### **Procedures**

All EYFS staff have responsibility for the compilation of evidence and assessments for all children in their care.

Sevenoaks Prep uses an online Learning Journal system which allows staff and parents to access the information from any computer via a personal password-protected log-in.

Staff access allows ongoing input of new observations and photos, or the amendment of existing observations and photos.

Parents logging into the system are only able to see their own child's Learning Journal.

Parents are asked to sign a consent form which states:

As a parent I/we will:-

- Give the school setting permission to input observations, photographs or videos of my child onto their personal Online Learning Journal
- Give permission for my child's image to occasionally appear in other children's Learning Journals
- **Not** publish any of my child's observations, photographs or videos on any social media site
- Protect images of other children that may occasionally appear in photos contained in my child's Learning Journal
- Keep my/our personal log-in details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journal

The online journal is used as a communication tool between school and home.

In Nursery the Online Journal runs live and is updated each session.

In Kindergarten and Reception the Online Journal is released to parents at the end of each half term.

### **Security**

- Access to information stored on The Online Learning Journal can only be gained by unique login and password.
- Parents can only see their own child's information and are unable to log-in to view other children's Learning Journals.
- As described in the data protection policy, the security of the online learning journal system was reviewed by the IT manager prior to being put into use and judged satisfactory.