



Family- Learning Log & Seesaw policy



Colwall CofE Primary School and Nursery

Our Christian Values as a key aspect in our Policies: **"Let your light shine"**



... in relationships, as we trust... in learning, as we encourage ourselves and others.



our curiosity.



... in the community, as we develop the courage to light the lives of others.

Sparkling Curiosity, Unleashing Potential



Policy statement

We ensure that all children attending the setting have an Individual Journey record, which is electronic in the format of Seesaw and on paper in the format of our record sheets. Over the course of the week, we will record photos, videos and written observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age ranges of the EYFS. All staff understand their responsibilities to safeguarding children whilst at work and during their hours out of work. Please see our Employment and Safeguarding policies.

Procedures

- Each child has an assessment file which is kept up to date by the Nursery Manager.
- At Colwall CofE Primary School and Nursery, we use Seesaw, allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Observations inputted into the system are monitored on a daily/weekly basis by a senior member of staff.
- Parents logging into the system are only able to see their own child's experiences.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journey, and to protect images of other children that may appear in any photos contained in their child's Individual Journey.
- New observational entries to a child's Seesaw will usually be uploaded on the day of the observation being made, by the key worker or a member of the team.
- Observations are written in the present tense.



- All photographs taken of children are stored on the school server in Common staff.
- A child's Individual Journey is a document recording their learning and development and parents may add comments or observations or contribute photos, videos or information about activities they have been doing at home or away from nursery.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g., absence, lost property, etc.

Safeguarding & Security

- Seesaw is hosted on secure dedicated servers based in the UK.
- All nursery computers and laptops are password or PIN protected, and the passwords and PINs are required to be kept confidential.