

Safeguarding and Welfare Requirements:


Child Protection Providers must have and implement a policy, and procedures to safeguard children.

Online Journal Policy (iconnect)

This policy was adopted by the St George's Board of Directors held on

Date..... 29 MARCH 2021

Date of Next Review..... MARCH 2022

Signed on behalf of St George's: 

Name of Signatory: ADRIAN CROUCH, CHAIRMAN

Aim

St. George's ensures that all children attending their Early Years settings have a personal online Learning Journal which records photos, observations and assessments, in line with the Early Years Foundation Stage. The computer program we use is iconnect and it is used to build up a record of each child's development during these years. It will also show children's personal development and progress through the different age bands of the EYFS.

Procedures

Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journal. In Nursery and Little Dragons, the Key Person will contribute to the online journal but the Senior Childcare Leaders, Deputy Manager and Childcare Managers will have overall responsibility to ensure these journals are up to date. St. George's uses an online Learning Journal system called iconnect, allowing staff and parents to access the information from a Samsung tablet and computer via a personal email and password-protected login. Staff access allows ongoing input of new observations and photographs. Parent access through the Parentzone app allows input of new observations and photos, or the addition of comments on existing observations and photos while in the home environment. Parent log-ins do not have the necessary permissions to edit existing material.

Staff

Staff are unable to login out of their shift using the safeguarding feature in iconnect. Childcare Managers and the Deputy Childcare Manager are responsible for allowing staff access to iconnect. Staff must only use the tablet for educational purposes and web sites used must be approved with by Childcare Managers or the Deputy. All photos and videos must be deleted once uploaded to Parentzone or a computer.

Parents

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Parents

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:

- They will not publish their child's observations, photographs or videos on any social media site.
- They will protect images of other children that may occasionally appear in any photos contained in their child's Learning Journal.
- They will keep their personal log-in details within their trusted family.
- They will speak to a member of staff about any difficulties with the iconnect program.

The iconnect Learning Journal is started as soon as a child has started in an Early Years setting. During the first term, entries will be made more frequently as staff get to know the child.

In all written observations and assessments children will be referred to by forename name only.