



## 11K EY Log

### EY Log

Assessment plays an important part in helping parents, carers & practitioners to recognise children's progress, understand their needs & to plan activities. Parents and/or carers should be kept up-to-date with their child's progress and development' (EYFS, 2014)

At Rope Green Farm Day Nursery we believe that we need to observe the children in our care and use these observations to monitor children's progress and plan exciting and meaningful activities and experiences. In the main nursery we record all our observations of the children using an online assessment tool EY log, which displays the information in a Learning Journey format.

The child's key person can upload observations, assessments, photographs and videos of the children throughout their time with us.

EY log is a completely secure system, only the Manager, Key Person and the child's parents are able to access the child's learning journey and only parents who supply a valid email address and password will be able to access EY log.

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 into a true keepsake of their early years as your child develops. 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 was not previously possible. It allows all registered people to view your child's journal and to have equal access to it.

The staff will use Nursery ipods/tablets to record daily observations. These tablets are stored overnight in a locked cupboard in each designated room. Staff are not permitted to take the tablets home and are unable to access EY Log at all unless the Manager has logged into the system from the main computer first. Staff are only allowed to use the Nursery tablets and not permitted to bring their own phones, tablets or cameras into the Nursery area. Staff are only allowed to use the tablets for accessing Ey Log. No other internet site will be accessed. Staff belongings are stored in the staff room/Pre-school office.



If parents have no access to the Internet then a paper copy of their child's learning journey will be downloaded onto a cd for them to look at.

Other policies that can be read in conjunction with this are

- Safeguarding
- Play & learning

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>01/03/2017</i>	<i>A Davenport</i>	<i>March 2018</i>
<i>21/10/2019</i>	<i>A Davenport</i>	<i>21/10/2020</i>