



EyLog Policy

Assessment plays an important part in helping parents, carers & practitioners to recognise children's progress, understand their needs and to plan activities and support. Parents and/or carers should be kept up-to-date with their child's progress and development (EYFS 2021)

Little Professors Nursery believes that we need to observe the children in our care and use these observations to chart children's progress, and plan exciting and meaningful activities and experiences, to further enhance their learning.

To ensure that, all children attending the setting have a Personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, we work with an online learning system called eyLog. This system aims to build up a record of each child's achievements during their time with us, whilst providing parents with the opportunity to be involved in this process as much as possible, not only by reading & commenting on the observations, but also by uploading their own pictures and comments of their child's achievements at home, for us to enjoy and add to the assessment process.

Procedures

- Each child will have an allocated keyworker, who will be responsible for the completion of each child's individual learning journey.
- Little Professors Nursery uses eyLog, 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 photo's or amendments of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos. Parents log ins do not have the permissions to edit external material.
- Observations inputted into the eyLog systems are moderated by a member of the Management team before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's learning journeys and to protect images of other children that might appear in any photos contained in their child's learning journey. Parents who sign this agreement also agree that they will not use the photo's of their children which may include photo's of other children for anything other than personal use, so must not go on any social networking sites or any other type of public use.

- New observational entries to children’s learning journeys will usually be uploaded within two weeks of the observation being made.
- In all written observations, other children are referred to as “a friend or friends”
- eyLog is not used as a general communication tool between Nursery and home. A Child’s learning Journey is a document which records children’s learning and development and parents may add comments on observations or contribute to photos, videos or information about activities they have been doing at home.
- Parents may contact us through the usual channels for any other day-to-day matters.

Secure profile

- Each child has their own profile on the system
- Each parent is given a secure login for their child’s profile
- The activation process is started by Little Professors Nursery, the parent/carer will be emailed by EYLOG giving them a link to set up their own secure password to the system.
- Each parent can only see the profile of their own children.