

WEB BASED RECORD KEEPING POLICY

CMN is committed to implement effective observation, assessment and record keeping system. We view observing, assessing and recording as a holistic cycle that allows us to reflect on the planned curriculum and children's interests, map children's progress and it enables us to judge how effectively we are building learning over time.

CMN uses two secure web-based systems called "BLOSSOM" and "Family" for record keeping and next steps planning and for communication with parents and carers.

Blossom is a new educational technology that follows the Montessori Method along with Early Years Foundation Stage.

It enables **teachers** to record live observations of children's activities and integrates those observations with statutory EYFS framework and Montessori Curriculum. The system allows the teachers to spend more time with the children and makes it easier to share their progress and achievement with the parents.

The system also facilitates **parent**-teacher collaboration in furthering a child's progress. Parents can use "BLOSSOM" to view their child's recent observations and can share their child's golden moments from home.

Managers use BLOSSOM to see an overview of progress in the nursery and assess progress children are making in each area of curriculum. This in turn helps to evaluate the learning environment, next steps and teaching methods. The system helps to identify the learning gaps of children so that teachers can work to narrow them.

The ultimate beneficiaries of the system are the children, for several reasons: Teachers spend less time on record-keeping, giving them more face-to-face time with the children, and teachers are given deeper and more comprehensive insights into how to support each child's unique learning journey.

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Staff Responsibilities when using the system

- Ipad must be password protected.
- It is the responsibility of each staff to make themselves acquainted with the system through practice and seeking support from other competent staff.
- All new staff will be inducted to the system by their mentor during the induction.
- Staff to enter observations of the children using photographs and written description using iPad. Minimum of 1 observation must be recorded for each child on fortnightly basis and must be made visible for parent website.
- Staff must use the system effectively to track, assess and plan next steps for the children.
- Staff must have competent knowledge of the system to explain any queries of Ofsted inspector during inspection.
- Staff must have competent knowledge of the system to access regular reports of children's progress and share it with parents, colleagues, manager and other professionals involved with the child.
- Staff must analyse the tracking of children in their care and plan to narrow the gaps in their learning.
- iPads are part of nursery property. Staff is responsible to replace the device if they lose or damage it.
- Please maintain nursery confidentiality policy. Staff must not share the information recorded on iPad with anyone other than nursery staff, other professionals working with the child and parents / guardian / carer as authorised by the nursery manager.
- Users must use good judgment when taking pictures of children on the iPad. The user agrees that the camera will not be used to take

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inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.

- No apps must be downloaded to the iPad without prior consent from the Nursery Manager.
- Staff understand that iPad must be shared amongst all staff equally giving fair access to everyone.
- **Staff are not allowed to use it for personal use.**
- Although it is preferable not to take the ipads out of nursery with photos still in the camera role, however if needed it will be done only by the permission of the nursery manager. In the event of iPad being lost, the staff responsible should immediately inform the manager so that all data can be removed promptly.
- Whilst the ipad is in personal possession of staff, please do not share information on ipad with anyone and adhere to the nursery confidentiality policy. Ipad should be stored safely at home and kept out of reach of other household members or visitors.
- **If remote access to the web based systems are given then staff must adhere to all points above as applicable.**
- Users in breach of this Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

All Users must read and sign below:

I have read, understand and agree to abide by the above Web Based Record Keeping Policy.

Name:

Signature:

Date: