



**September 2022**

**Baby's Days**

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

Olivers Lodge believe 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. We are now using a secure online learning system called Baby's Days. Your child's key person can upload observations, assessments, photographs and videos of the children throughout their time with us.

This is a completely secure system, only the management team and the key person and the child's parents will have access to the child's learning journal and only parents who are registered will be able to access the system. Parents logging into the system will only be able to see their own child's Learning Journal.

Parents are required to be aware there will be occasions when it is necessary for photographs of a child or group of children to be attached to another child's journal as evidence of a developmental step achieved. If you have any concerns regarding this please speak to management.

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 as your child develops into a true keepsake of their early years.

The staff will use the tablet provided which have been bought for this purpose. There are tablets for each member off staff. These are stored overnight in Oliver Lodge safe. The staff are permitted to take the tablets home, however all staff members will adhere to our Confidentiality Policy at all times whilst working from home. Staff are only allowed to use Oliver Lodge tablets and not permitted to bring their own phones, tablets or cameras onto the floor. Staff are only allowed to use the tablets for accessing Baby's Days. No other internet site will be accessed.

If parents have no access to the Internet then a paper learning journal will be produced.

