



## **'Blossom Educational' Policy**

### **Policy statement**

At The Spring Montessori we provide all children attending an 'online learning journal' through the platform of 'Blossom Educational' which records observations, photos and also provides an opportunity for parents to view, comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

### **Procedures**

At The Spring Montessori we use the secure online system Blossom Educational, which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key worker who is responsible for their development and the completion of their learning journals, however all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to write messages to staff at the setting, as well as adding their own observations and photos/any observations the parents add have to be approved and added into the journal by senior staff to ensure appropriate content. Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals. Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Whilst Blossom Educational provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff to ensure they are providing relevant and informative information.

We also continue to use paper trackers, and summary assessments to give more of a personal overview of each child's development.

### **Safe Use Agreement**

- Staff should log out of the Blossom Educational app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by The Spring Montessori.
- Staff should not share any information or photographs relating to children with any person not employed by Blossom Educational.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.

- Staff are not permitted to access Blossom Educational on personal devices, all devices need to be registered with Blossom Educational, and those registered are to stay on the preschool premises.
- All entries on Blossom Educational must be appropriate.
- All entries on Blossom Educational remain the property of The Spring Montessori.
- At all times staff must comply with Child Protection policies and Online Safety policies.

**This policy runs in conjunction with the following policies:**

- Use of mobile phones and cameras policy
- Key person policy
- Safeguarding policy

This policy was adopted by

*(name of  
provider)*

On

*(date)*

Date to be reviewed

*(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)