



Ysgubor Fach

EY Log Policy

EY Log allows staff to capture a photo, video clip or voice recording as well as written notes using a tablet computer.

Parents will be given a secure log in and password, which will only be accessed by themselves. All information is kept between the nursery and the individual parents. Any pictures taken or any information recorded will be done via the Ysgubor ipads only.

All parents will be given information on the new EY Log system and will be asked to provide a consent form in order for us to record information. Consent forms can be found in the child's folder. Therefore, Ysgubor Fach won't use EYLog UNLESS parental permission has been received.

Any EYFS Framework will be recorded and only accessible to staff, unless Management chose to share information with parents.

The ipads will be used for the purpose of the EyLog system and to take pictures of any children.

Only staff, with access to an individual pin code, will be able to access onto the EY Log system. Observations and recordings will be made under each staff's individual name.

Any misuse of children's information will result in immediate removal of staff from the EY Log system and disciplinary action will be taken.

Our Policies and Procedures are reviewed yearly.

Many Thanks,

Eleri Thomas