

Capture

Bright Beginnings is using the online learning journey system "Capture" to record and store all observations and records of progress and development relating to each child. The system has been assessed by the University of Leeds IT services to ensure its level of security meets stringent limits set by the UOL. Capture will enable parents to access their child's learning journey at any time.

How will we use Capture?

Our online journal will be used to record each child's learning journey. Capture provides a link between home and the Centre where parents share events and observations from home, and staff can post about activities your child participates in at the Centre. It is a tool which enables both staff and parents to post observations and build a joint record of your child's early learning journey.

Individual Observations

Each child's Key Person will be responsible for the completion of the child's Learning and will add individual observations about a child as a way of tracking their development, planning next learning steps and ensuring they progress on their learning journey.

Group Activities

During group activities we may include photos to give parents an example of the learning that took place. Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or we feel the post is relevant to them. When we add group observations, the narrative of each child's achievements is changed where necessary. This allows parents to see observations that are relevant only to their child.

System Security

- Each child will have their own profile on the system.
- Each parent will be given a secure login for their child's profile.
- The activation process will be initiated by Bright Beginnings; the parent or carer will then be emailed by Capture giving them a link to set up their own secure password to the system.
- Parents are asked to sign image consent, giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their Learning Journey. Parents who sign this agreement also then agree that they will

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- Not use the photos of their children, which may also contain other children, for anything other than personal use; so must not go on any social networking sites or any other type of public use.
- Parent access will allow input of new observations, photos and film- parent logins will not have the necessary permission to edit existing material.
- Observations input into Capture will be moderated by the EYFS Coordinator.
- Parents logging into the system will only able to see their own child's Learning Journey.

Sharing of Information

We will continue to work in partnership with other settings, childminders and schools to support your child's development and ensure wellbeing is maintained for children attending more than one setting. We will share information as the child leaves us transitioning to school or another setting. Summary Reports, Snapshot Reports and Next steps are shared with these partners. Parents will give permission for us to share this information.

Photos

Photos are only taken on Bright Beginnings Cameras/iPad/tablets as per part of our Safeguarding Policies. Photos are removed from the devices on a 2 month basis to allow time for observations to be uploaded. They are then cleared from the devices. These devices are used to record activities on and off site for example allotment trips, campus walks. They are stored onsite in a secure room.

On first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child's journal.

Capture will not be used as a general communication tool between Bright Beginnings and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, film or information about activities they have been doing at home.

Safeguarding

As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child. Other than the family, only the child's key person and the management team have access to the journal.

When logging on to Capture and after entering your password details, you must not click the “remember me” button. If your device was ever lost or stolen this would ensure that no one else would be able to access your child’s learning journey.

- Practitioners will not be permitted to take the tablets home. The tablets MUST be stored in each play areas cupboard with key punch entry at the end of the day.
- Capture is hosted on secure dedicated servers in the UK
- Practitioners of Bright Beginnings must access Capture with their own login and password.
- Staff will be given their own login and passwords to prevent others accessing their Capture account.
- Staff MUST use the dedicated tablets, iPads, Area Laptops and office PCs. Staff MUST not use their own devices.
- Access to Capture will be between the hours 8am and 6pm during Centre openings and closures. Staff **must not** login to Capture out of hours.
- Staff will be expected to complete the University of Leeds online Data Protection training prior to access to Capture in line with Bright Beginnings Online Safety Policy.

The Capture Policy and Procedure is shared with staff when they commence employment at Bright Beginnings. Staff will be made aware that failure to adhere to the usage policy may result in disciplinary action.

Data Collection and Storage

- When children leave the setting all accounts related to that child are made inactive and deleted.
- Parents can purchase a hard copy of their child’s learning journal on request.

There is also a risk assessment for The Electronic Learning Journal Capture.

This Policy was adopted on	5 th July 2017
Signed on behalf of the Centre	Angela Hynes
Date reviewed	16 th May 2019
Reviewer	Angela Hynes