Learning Journey Policy

Grass Roots Nursery Group

1. Purpose

This policy outlines how Grass Roots Nursery Group creates, maintains, and uses Learning Journeys to document children's development in line with the Early Years Foundation Stage (EYFS). Learning Journeys form part of our wider assessment approach and provide a record of each child's progress, interests, and experiences during their time with us.

This is a practitioner-facing document. Parents receive a separate, accessible overview of learning through our Early Learning Opportunities Statement.

2. Key Principles

Individualised Learning Journeys

Every child has a Learning Journey that reflects their unique development, interests, and experiences. Entries are meaningful, purposeful, and linked to the EYFS.

Partnership With Parents

Parents can view their child's Learning Journey through the Famly system. We encourage parents to contribute observations, comments, and home learning experiences.

Proportionate Assessment

Learning Journeys capture significant learning, not every moment. Observations are used to understand children's development and inform planning.

Data Security and Confidentiality

All information stored within Learning Journeys is handled securely and in line with data protection legislation.

3. Procedures

Key Person Responsibilities

- Each child's key person oversees their Learning Journey.
- Key persons ensure entries are accurate, reflective, and up to date.
- Observations are based on professional knowledge, interactions, and understanding of child development.

Observations and Assessment

- Observations are recorded regularly and used to identify children's progress and next steps.
- Practitioners use a mix of written notes, photos, and videos (where consent is given).
- Observations focus on significant learning, deep engagement, and developmental progress.

Use of Famly

- Learning Journeys are created and maintained using the Famly online system.
- Staff access the system using secure, individual login credentials, and only when they are signed in and present within the setting.

- Parents can view their child's Learning Journey and add comments or home observations.
- Staff ensure entries are clear, professional, and appropriate for parents to view.

Moderation

- Senior staff moderate observations to ensure consistency, accuracy, and quality.
- Moderation supports staff development and shared understanding of progression.

Parent Access and Consent

- Parents can only access their own child's Learning Journey.
- Parents provide consent for their child's image to appear in group photos where other families may see them.
- If consent is not given, staff ensure children are not included in shared images.

Data Security

- The Famly system is hosted on secure UK-based servers.
- Access is restricted to authorised users with unique login details.
- Staff follow data protection procedures when using personal devices or uploading media.
- Learning Journeys are retained and archived in line with our data retention policy.

4. Additional Considerations

Communication With Parents

Learning Journeys support ongoing communication but do not replace face-to-face conversations, key person relationships, or formal progress summaries.

Children's Voice

Where appropriate, children's comments, choices, and interests are included to reflect their perspective and involvement in their learning.

Inclusivity

Learning Journeys reflect each child's background, culture, and identity. They celebrate diversity and ensure all children are represented positively.

5. Links to Other Policies

This policy should be read alongside:

- Assessment and Observation Policy
- Key Person System
- Child Protection and Safeguarding
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND)
- Parents as Partners
- E-safety Policy

These policies support safe, meaningful, and effective documentation of children's learning.

6. Review Cycle

This policy will be reviewed annually, or sooner if required due to changes in legislation, EYFS guidance, or data protection requirements.