



CLASS DOJO POLICY

At Meithrinfa Sêr Môr Beaumaris we believe that effective communication between home and Nursery is essential to support children in their care and learning.

As a result, we have introduced Class Dojo for our Meithrinfa and Holiday Club children to celebrate the achievements, play and learning of all. Class Dojo is a communication application (app) which connects parents/carers, Nursery and children (children can have their own area on the app where they can upload photographs, videos and text entries to share with us at Meithrinfa). **Each child's portfolio is private and can only be seen by staff and their families which have been approved to view them.** We also have a Class Story section which we use to share what the group are doing, any events or celebrations and to share information in real time.

The consent of parents will be sought before a user is made for the child.

The policy is intended to set out Nursery practices that aim to mitigate risk.

Aims for our use of the application.

- To establish more effective communication links with parents/carers.
- To provide a method of recording the children's play and learning development to be used in the planning, observation and assessment cycle.

Expectations for Staff:

- Members of staff are expected to use the app appropriately, and this will be constantly monitored by the Nursery Manager.
- Photographs and videos must only be taken on authorised devices. The Nursery tablet is protected by pin which is only given to authorised staff members with current DBS checks and who have been reference checked by the Nursery during the recruitment process.
- Members of staff are reminded that they should abide by the strict rules on when and where staff can take photographs/videos. Any devices that have a camera must not under any circumstances be taken into the children's bathrooms or in any space where the children will be undressing or any other situation where they must have their modesty and privacy respected. The children must not be in distress and the photographs or videos must never be used in a way that ridicules or shames the child.
- For photos that appear in other children's portfolios, staff should try to limit the number of other children that appear.



- Staff are encouraged to post updates to the Class Story regularly.
- Staff are encouraged to capture photographs and videos of the children in their play. They should also write a caption for this. If the play/learning is significant to evidencing their development, the caption should be written in the format of an observation with a curriculum link. For example, "*Child A is showing high levels of engagement and focus while using the pipettes in the water tray to transport the water from one container to another. They are then using the jugs to carefully pour between cups, telling their friend, "I've made you a cup of tea". - Physical Development Outcome 2, Language, Literacy and Communication Outcome 2*". The observation should be significant and using the child's exact words.
- Members of staff are encouraged to not engage in any conversations regarding personally matters about the child or family over the app. They are to invite the parent/carer to contact us for a face-to-face conversation, or over the telephone.
- If any child does not have consent to be included in group photographs, they should either be not included at all, be cropped out or have a large emoji placed over them to make them not identifiable. This use of emoji should be used as a last resort.

Expectation for Parents/Carers

- If a parent/carer have any questions, queries or concerns, they can message staff via the Class Dojo app. They are also reminded that they are still able to contact Meithrinfa using e-mail, telephone or at the door in person.
- In order to maintain the well-being of staff members, as well as ensuring they have a work-life balance, we ask that parents/carers bear in mind that even though they may message at any time, they may not receive a reply between the hours of 4pm-8:45am during the week or at the weekend. If the message is urgent, they are reminded to use e-mail or telephone (during our opening hours).
- The parents/carers must not share any photographs or videos that contain other children onto Social Media or share in any other means.

Monitoring of the Policy

- It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the use of the



app will be done by the Nursery Manager or other Leadership colleague at regular intervals to ensure that the policy is being adhered to.

- The parents/carers of any child that no longer attends the setting will have their access to the app removed. They will have one calendar month from the last day of their child attending to save any photographs or videos from the app before their child's account and any data gets deleted.
- Only adults that have a close relationship to the child will be allowed to have access to our profile on the app. This will be monitored regularly by the Manager. The family may be asked who the other adult is and their relationship is to the child before they are approved.

This Policy was adopted on	Signed on behalf of Meithrinfa Sêr Môr	Date for next Policy Review