

Frequently Asked Questions

Documenting Children's Learning

What is the difference between an observation, a learning story and a progress summary?

- 1) An observation is a moment in time when a practitioner uses what they see and what they hear to gain more information about a child who is involved in any kind of activity or experience.
- 2) Learning stories are just one way for the practitioner to record the significant information they gleaned during an observation that was made of a child/children.
- 3) A progress summary is a written or typed document which summarises a child's learning and development usually over a 6 month period.

How can you capture a child's voice?

A child's voice can be verbal or non verbal. It should include drawings, scribbles, creations, comments, smiles, gestures etc, as these are all ways in which young children communicate.

How can you capture a parent's or carer's voice?

By talking to the parent/carer and sharing the learning you observed. You could use post it notes to capture parents/carers comments; these may be parent written or practitioner written. Formal questionnaires or surveys may also be useful and can be carried out throughout the year.

Do I need written permission to share Learning Journeys with other Early Years Providers?

You must obtain written permission from parents/carers when their child starts at your setting.

Can we include photos of other children in a child's Learning Journey?

It is good practice to obtain written permission from all parents/carers for this to happen throughout their time in your setting. Parent/carer wishes need to be respected at all times.

Do we need to inform the Information Commissioner's Office (ICO) data controller if I am taking digital photographs?

We recommend that individual providers contact the ICO to ascertain if they need to be registered. The web address is <http://www.ico.gov.uk/> and the ICO helpline is 0303 123 1113.