

Employee Nursery In A Box (NIB) Policy

The Nursery in A Box system can only be used whilst on the premises of Little Learners between the hours of 7.30am and 6.00pm Monday to Friday and can only be used on one of the nursery tablets or PC, employee's MUST not use their personal devices to access Nursery in a box, should this happen disciplinary procedures will take place and could lead to ending employment; this is to maintain our confidentiality, data protection and privacy policies and to safeguard you as a team. Any employee, apart from the management team uses the system out of the working hours will be subject to disciplinary action.

The management team have the right to access nursery in a box outside the normal working hours in **emergency only** this would include gathering contact information to contact parents in an emergency such as closure etc.

The Owner and Manager have set the permissions so that employees can only access the children's records which include:

- Contact details
- Learning journals
- Daily information
- Registers
- Enquiries
- Clocking in and out their working shifts

The owner and manager have full access to all of NIB.

All employees have their own log-in passwords and pin numbers to access NIB. When staff no longer works for Little Learners, their account will be deactivated and archived as by law we must keep employment records, Employees will then not have access to Nursery in a box.

The management team will monitor what is written i.e., learning journals, daily diaries etc., before they get published to the parents to ensure the quality of observations are of a quality standard.

All employees will receive training on the software, the manager will show room leaders and the room leader will show the assistants. Should employees need some one-on-one time with the manager, this will be arranged.

Reviewed: January 2025 by Vicky George, Manager V.George

Next review: January 2026