



36. Use of Samsung Tablets for children's information

Document Title:	Use of Samsung Tablets
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Document Author:	YMCA Childcare, CB
Document Approved:	Stuart Buchanan
Person(s) responsible for developing, distributing and reviewing Policy	Stuart Buchanan Russell Wilbourne
Person responsible for approving Policy	Stuart Buchanan
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This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

In order for YMCA to be compliant with the various inspections that take place within childcare services, staff have the use of Samsung tablets to record attendance, activities, sleep, toileting, observations and food.

These tablets are the responsibility of each room, and are to be kept safe at all times and out of the reach of children. It is down to the staff to keep these charged, and report any issues with the tablets to the childcare office.

It will be the responsibility of the staff member opening their room to sign the child in under the attendance tab, and the staff member closing the room to sign them out. If a child does not attend, they are marked as absent.

Each room has their own tablet, and there should be no need to share tablets amongst rooms.

Tablets are not to be used for personal use therefore social media applications, such as Facebook, are not to be accessed on the tablet.

Staff are to log in under their own name, using the username and password provided by management. If you have trouble with your login details, please let a member of management know.

We believe everyone should have the opportunity to belong to healthy, confident, connected and secure communities



Parents access details

When a child starts in our service, the parent/s will be sent an activation link from ECCEsoft. Parents then set up an account using the instructions below:

Childcare will email parents an activation link which will come from ECCEsoft.

Click on the link <https://parent.eccesoftware.com/> that will be in the email

Create an account by creating a username and password

Bookmark this page as they need to click on this link each time to access software

You will then have access to their child's day and be able to see arrival and departure time, food, sleep, activities, and sleep.

If you have any problems setting up your account please contact a member of the childcare management team.

Signed:

A handwritten signature in black ink, appearing to read 'Stuart Buchanan'.

Date: 8th May 2024

Name: Stuart Buchanan

Person responsible for approving the Policy