

Ovivio Learning Journal

Policy

At Puffin's, we use an online software to communicate with parents/carers and store children's, their contacts and staff information.

Ovivio

"At Ovivio, we care about providing quality education for all children.

In 2016, Ovivio was founded from a simple problem: practitioners have too much paperwork and not enough quality time with the children.

Our software is built by Early Years experts from across the UK, using the expertise of owners, managers and practitioners to create a platform fit for all".

– Ovivio website

Ovivio is a specific nursery software system that allows information to be safely stored. This information can be accessed by staff members who have been authorised by management. The following information will be stored online:

- Parent/carer contact information
- Children's personal information (Health and medical, permissions, emergency contacts, home address, etc.)
- Staff personal information (Health and medical, permissions, emergency contacts, home address, etc.)
- Invoices
- Registers

Ovivio has been installed onto the tablets used within the nursery setting for staff to input daily information regarding children's nappies, mealtimes and sleep times.

We also aim to share two 'WOW' moments per week through the apps to parents. This will be of any special moments' children have whilst at nursery. Parents will be able to access this via the Ovivio app.

Staff will have access to nursery tablets to input this information in the room. All log ins are password protected.

This policy was reviewed on:

Signed by:

Print: