



St Nicolas Playgroup

Blossom Educational Policy

1.0 Introduction

At St Nicolas Playgroup we use an online system called Blossom Educational to manage setting-to-parent record keeping, correspondence and communication. We record and store all personal details, financial and billing information, observations and assessments relating to each child.

Blossom is a safe and secure system and one that enables parents and carers to access their child's playgroup account and learning journey at any time.

The learning journey can be shared with their child, family, and friends at home and also allows for any comments and photographs of their own to be posted to their child's account, helping to create a fully holistic view of the child and strengthen the parent partnership.

2.0 Safety and Security

Staff use the settings tablets to take photographs for observations. These are then uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard at the playgroup. Staff will be allocated time at work to update journals and assess their key children's next steps or they can update journals at their own leisure. Staff will log out as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the playgroup manager and new login details will be created. Photographs stored on the tablets are cleared regularly by a member of staff.

Blossom store child, parent and employee data on the Amazon Web Service hosted in the EU. Billing processes are handled by Stripe and all data is stored in the EU. All associated companies are bound by General Data Protection Regulation (GDPR).



3.0 Parents Access

Parents logging in to the system can only access their own child's account and learning journey. They do not have the necessary permission to edit existing content. Parents are asked to sign an online consent form giving permission to create the online account, this specifies that content from Blossom will not be shared on any other external websites i.e. social media.

For parents without access to the internet, they can request observations in the form of a paper copy. This will be in the setting for the parent to view and will be available to take home.

4.0 Leaving Playgroup

When children move to another setting, we will email a transition document covering the 7 areas of learning. When a child leaves the setting to start school, we will email the parents a PDF copy of their child's learning journey, so they have a lasting record of their child's time at playgroup. The child's information and their learning journey will be securely archived on our Blossom account and held for 25 years as per child protection guidelines. All photos will be deleted from the playgroup tablets.

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	