



General welfare Requirement: Documentation.

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Nursery Management System - Eyeworks

Policy statement

At Cherry Blossom Nursery and Preschool we use a Management app - Eyeworks to hold children's information, monitor attendance, observe, plan and communicate.

It is the duty of all staff using Eyeworks to ensure that the programme is being used in a safe, sensible manner and that data protection and confidentiality is adhered to at all times, in line with The Data Protection Act, The Human Rights Act, and GDPR compliances.

Our procedures

- All staff receive training on how to use/operate the application
- Staff sign an agreement that they do not access Eyeworks on personal devices and/or outside of the nursery unless with outside agencies and professionals and were authorised to do so. Staff that are found to breach this, will result in our disciplinary procedure and may end in dismissal.
 - Staff have their own work email address:
name.surname@cherryblossomchildrecare.co.uk - this is used to set up their account.
- Staff are made aware of permissions and ensure children who are not allowed in group photos or observations are blurred or cropped out.
- Tablets with the programme installed are kept in the classroom throughout the day, and locked in the office when nursery is closed.
- Staff are expected to respect the app, use the information provided for the children's best interest such as extending learning opportunities, tracking development and to safeguard.
- Staff must not share information they have received from Eyeworks with anyone outside the nursery except for parent/carers for their own child and outside professionals with authorisation to access documentation.
- Students/volunteers do not have access to the app with their own log in, but will be shown children's learning journeys and observations via another member of staff.
- Management/owners: Karen Elliott, Hayley Donoghue and Emma Saxby , can access Eyeworks via personal devices in order to work from home if necessary.

- Parent/carers sign a confidentiality agreement also, to ensure the safe use of the app and that GDPR and parents wishes are adhered to.

Date Reviewed: 09/10/2025

Karen Elliott

Hayley Donoghue