

**51. Tapestry online learning journal policy**

# Policy statement

## At Leafield Pre-school we ensure that all children attending our setting have a personal learning journal which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), to build up a record of each child’s achievements during their time with us. It also shows each child’s development progress through the different age bands of the EYFS.

We will be using an online system called tapestry and this policy sets out how this online system will operate.

## Procedure:

* Once a child starts at our setting they are allocated a key person who is primarily responsible for the compilation of their online learning journal.
* Parents will be given a secure login for the system, which only allows them to access information about their child/ren, so that they can look at the journal and add comment on it at any time. We encourage parents to be actively involved in their child’s journal and welcome interaction from parents online.
* Staff will generally update a child’s learning journal whilst working in the setting however there may be times when it is necessary for staff members to work on them at home.
* Observations will be validated by a manager or deputy before they are added to the learning journal.
* Photos of other children may appear in your child’s learning journal if a group photo is taken during an activity or to demonstrate that your child is building relationships with other children. All parents are asked to sign a permission form which permits their child’s photo to appear in their own and other children’s learning journals.
* Parental access to your child’s learning journal will be closed when your child leaves the Pre-school and parents will be e-mailed a PDF version of the learning journal to keep. The child’s data will be removed from Tapestry.

**Safeguarding and Security**

* The manager and deputy control all staff and parental access to the online system
* All staff are subject to Enhanced DBS checks
* All staff are required to sign and abide by this policy as well as all other policies and procedures in placeat our setting.
* If staff do work on learning journals at home they are still subject to our policies and are asked to ensure they work in a private room away from other family members wherever possible.
* At all times staff must ensure that they log out of the system when they are not using it ensuring that nobody else can view information on it. Staff must keep their password secure.
* Staff access to the online system will be immediately revoked if they leave the Pre-school and their detaisl removed from the tapestry system.
* Photos of children will only be taken on the Pre-school devices which are stored securely on site when not in use and are password protected. The manager and/or deputy will regularly delete photos stored on the device.
* Parents will only be given access to their own child/ren’s learning journal and it is important that parents do not share their passwords with anyone else. Parents are not permitted to upload any media from tapestry onto any social media site, such as facebook.
* Our pre-school complies with all relevant data protection legislation, covering both electronic and hard copy data. We are registered with the ICO.
* Tapestry is a secure system and full details of their privacy policy is available by accessing www.tapestry/info