

## **1.7 Tapestry on-line learning journal policy**

### **Policy statement**

At Runnymede 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 developmental 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

### **Procedures**

- Once a child starts at our Pre-School 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, so that they can look at the journal and add to or 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 emailed a PDF version of the learning journal to keep. The child's data will be removed from Tapestry.

### **Safeguarding and Security**

- The Manager and her Deputy control all staff and parent access to the online system.
- All staff are subject to Updated Enhanced DBS checks
- All staff are required to sign to agree to abide by this Policy as well as the Staff Behaviour Policy, our Safeguarding Policy, e- safety Policy and all other policies and procedures in place.
- If staff work on learning journals at home they are still subject to our policies listed above but are also 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 passwords secure.
- Staff access to the online system will be immediately revoked if they leave the Pre-School and their details deleted from the system.
- Photos of children will only be taken on the Pre-Schools tablets which are kept locked up in Pre-School when not in use and are also password protected. The Manager or deputy will regularly delete photos stored on the tablet.
- Parents will only be given access to their own child's online 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. And is registered with the ICO
- Tapestry is a secure system and full details of their privacy policy is available by accessing [www.tapestry/info](http://www.tapestry/info)

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_