

## **5.6 Tapestry On-Line Learning Journal Policy**

### **Policy statement**

Little Avenues Preschool ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

### **Procedures**

Little Avenues Preschool uses an online Learning Journal system Tapestry, allowing staff and parents to access the information from any computer or tablet via a personal, password-protected login.

Staff access allows input of new observations and photos or amendment of existing observations and photos.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.

Observations input into Tapestry will be approved by a senior member of staff before being added to the child's Learning Journal.

Parents logging into the system are only able to see their own child's Learning Journal.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals and also sign to say that they will not publish any of their child's observations, photographs or videos on any social media site.

New observations to a child's learning journal will usually be uploaded within 2 weeks of the observation being made. Observations and updates to the journal may not occur every day that the child attends the setting.

Tapestry is not used as a general communication tool between preschool and home. A child's learning journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

## Security

The processing of data within Tapestry happens within the EU. Tapestry handles data securely and their contract with us details how they comply with data protection law and their security protocols.

Photos and videos taken using the Tapestry app are not stored on the device used. Access to information stored on Tapestry can only be gained by unique user I.D. and password.

If accessing Tapestry with a private computer or tablet, not on preschool premises, to update or check observations staff must maintain confidentiality and professionalism. Staff must ensure they log out as soon as they have stopped working.

Tapestry security is set that staff cannot download any photographs of the children onto their own devices.

At all times staff must comply with the Safeguarding and Child Protection policies and Online Safety policies – failure to do so will result in disciplinary action.

Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

Once a child leaves Little Avenues Preschool, their information is deleted from Tapestry and will be deleted permanently by Tapestry after 90 days. Parent access to Tapestry will be revoked immediately the child leaves and will only be reinstated if the child returns to the setting.

If a member of staff leaves Little Avenues Preschool or is the subject of any disciplinary action their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites: breach of this agreement may result in parents losing remote access to their child's learning journal which will only be available for them to view in pre-school.

This Policy was adopted 1/6/18

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_