Learning Journal (Tapestry) Policy

Aims

At our setting, we use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership. It will also show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

Procedures

Tapestry allows staff and parents to access the child's Learning Journey 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 log-ins do not have the necessary permission to edit existing material. Parents logging into the system are only able to see their own child's Learning Journey.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.

Observations input into the Tapestry system are validated by the childminder before being added to the child's Learning Journey.

The Learning Journey is started once the child has started in our setting. During the first term, entries will be made more frequently as staff get to know the children.

New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made.

Observations are written in the present tense.

In all written observations, other children are referred to by initials and not by name, unless we have a written or verbal consent from the parents.

All photographs taken of children are either immediately uploaded to Tapestry or are stored securely on the iPad before being uploaded within 1 week.

Tapestry is not used as a general communication tool between the setting and home. A child's Learning Journey 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. Parents may contact the us by phone or email for any other day-to-day matters, e.g. absence, lost property, etc.

In the event that a parent does not have access to the internet, a computer or a tablet to be able to view their child's Learning Journey, we will invite them into the setting where they will be able to gain access.

Security

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by an unique user id and password.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child.

All staff at our setting have up to date safeguarding and e-safety training. Staff use Tablets to take photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted from the device. If the photo cannot be uploaded onto tapestry immediately (such as when there is limited or no Wi-Fi access) the photo will be stored on the Tablet until it can be uploaded. Photos will not be stored on the iPad for longer than 1 week.

Staff are not permitted to take the Tablets home and they will remain on the premises at all times. They are to be stored in a locked cupboard at the end of each day and over the holidays as a security measure.

All staff with access to Tapestry are required to sign to ensure they follow and agree with this policy annually.