Online Learning Journal (Tapestry) Policy

Aims
Wigton Moor Playschool 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 a record of each child's achievements during their time with us.

It will also show children's developmental progress through the different age bands of the EYFS.

Procedures
Wigton Moor Playschool uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer 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 the Tapestry system may be validated by a manager 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 to protect images of other children that may appear in any photos contained in their child's Learning Journal.

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

Wigton Moor Playschool will endeavour to ensure that each parent/carer receives an email informing them of recent uploads on a regular basis.   Parents/carers will usually receive an email from Tapestry on a weekly basis, excluding holidays.

New observational entries to a child's Learning Journal will usually be updated within two weeks of the observation being made. Observations and updates to the Journal may not occur every day that the child attends the setting.

In all written observations, other children are referred to by an initial, not necessarily that of their name, ex Child A, Child B, etc.

Wigton Moor Playschool requires staff to make use of their designated keyperson profile time to upload pictures and make more detailed observations of their key children. Staff are able to take photographs and make rough notes in Playschool.

All staff who are assigned keyperson duties are provided with a tablet (Tesco Hudl2) to compile Children's Learning Journals. However, the tablet (Tesco Hudl2) remains the property of Wigton Moor Playschool at all times.

When a child leaves Wigton Moor playschool their Learning Journal will be converted into a PDF file and forwarded via email for parents/carers to keep. Wigton Moor Playschool will provide this information on a CD, for a small charge, for parents/carers who do not have access to the internet.

Tapestry is not used 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.

Parents may contact the Playschool through the usual channels for any other day to day maters, eg, absence, lost property etc.

Security
The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'htps' prefix in the website address denotes that it is a 'secure' site.

Photos and videos taken using the Tapestry app are not stored on the device used. Any photos taken on the Playschool Camera will be uploaded into Tapestry periodically by the Playschool Manager only, and then deleted from any hardware. Media taken using the Playschools Hudl camera will be uploaded into Tapestry and then deleted from the Hudl.

Access to information stored on Tapestry can only be gained by the unique I.D. and password.

Other than the Playschool Manager, staff can only see the details of their own Key Children when logged into Tapestry using their unique login.

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 Wigton Moor Playschool, a request will be made for their data to be deleted. After 30 days (to allow for mistakes), the data will be irreversibly deleted. Parent/Carer access to Tapestry will be revoked immediately the child leaves and will only be reinstated if the child returns to the setting.

Staff receive relevant training, either in-house or through on-line tutorials, in how to use the Tapestry Learning Journal System and are expected to adhere to the guidelines and follow the policy and procedure.

Staff are required not to log on to the Tapestry App in public places, restricting its use to home or playschool.   Staff are able to use their Hudl's to access the internet and download some apps. However staff must ensure that at least half the Hudl memory remains free for working with the Tapestry app. Staff are expected to notify the Manager or Deputy Manager if they are experiencing difficulties in operating their Hudls.

If a member of staff leaves Wigton Moor Playschool their access to Tapestry will be revoked immediately, their details deleted from the System and they must return their tablet (Hudl2) to Playschool. Parents/carers must not upload any media from Tapestry onto social media sites without the expressed permission of the Playschool Manager and any parents of other children featured in that media.

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) _____