Woodhall Farm Pre-school

Tapestry Learning Journal Policy for Woodhall Farm Pre-School

Woodhall Farm Pre-School ensures that all children attending the setting have a personal Learning Journey 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 will also show children's developmental progress through the different age bands of the EYFS.

This statement is to run in conjunction with our other policies as follows:

- Safeguarding Children
- Staff Conduct
- Record Keeping
- Partnership Working
- Confidentiality
- Employment and Staffing
- Mobile phones, Cameras, Video Cameras and Internet Safety

Procedures

- Each child will have a named Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Woodhall Farm Pre-School uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- If parents do not have internet access, they will be able to make an appointment to view their child's learning journey during playgroup hours with a member of staff.
- 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.
- Staff access allows input of new observations and photos/videos or amendment of existing observations and photos/videos.
- Parent access allows input of new observations and photos/videos or the addition of comments on existing observations and photos/videos – parent logins do not have the necessary permission to edit existing material from staff.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- The Learning Journey is started once the child has started playgroup.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Photos/videos will be taken in such a way as to only include the specific child whose actual Learning Journey it is.
- All photos/videos taken of children are stored on the tablet and once added to the observations are deleted. This is usually within 2 weeks.
- Parents must contact us through the usual channels for any other day-to-day matters, e.g. absence, changes to collected of your child etc. They must not use the Learning Journey to do this.

Security

- Parents are asked to sign a Tapestry Agreement Form
- 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 unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys. Parents have full access to edit their own comments and posts.
- We are on the Register of Data Controllers with the Information Commissioners Office (ICO)
- Parents have access to the Tapestry Security Policy.
- Data will be held on Tapestry for the duration of the child's time at playgroup.

The Learning Journey will be deleted 30 days after the child leaves. This will allow time for parents to download a PDF copy.

- If parents feel their log in details have been compromised, we ask that they

inform playgroup immediately during working hours or contact Tapestry directly tapestry.support@eyfs.info.

<u>Staff</u>

- Each member of staff have access to a tablet which is accessed solely through a personal PIN number.
- The browser/app is set not to remember passwords/PINs.
- Staff will not at any time remove the devices from the setting to work on them at home.
- Staff will not access Tapestry from any other devices other than their playgroup tablet or the playgroup laptop.
- On occasions, such as outings with the children, a senior member of staff may take her tablet to record photos. This tablet will be taken in the playgroup outing bag and returned to the playgroup after.
- All tablets are subject to regular scrutiny by the manager.
- All tablets have appropriate parental controls set which can only be overridden by the manager.
- The tablets are restricted to only having the Tapestry app.
- All log in passwords and PINS are secure and changed each term or earlier if necessary.
- Staff know to contact the Tapestry team at FSF HQ (tapestry.support@eyfs.info) so that they can temporarily deactivate our account/help us change passwords if our devices are lost/stolen or we suspect someone might be able to access our account.
- Staff accounts are deleted when they leave. Or made inactive if necessary by the manager.

Policy update by The Woodhall Farm Pre-school 01/04/2021

Mrs A. Kukoyi   Mrs S. Pomroy

Pre –school Manager   Deputy Pre-School Manager