



Policy statement

This policy supplements 'Policy - 1.6 Online safety', regarding the use of an Online Learning Journal.

At Yarburgh Community Preschool we provide all children attending an 'online learning journal' through the platform 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the playgroup through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

- At Yarburgh Community Preschool we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for monitoring their development and the compilation of their learning journals, however all staff are able to capture observations for each other's' children.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before being provided with access to Tapestry, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the preschool and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Group activities

It is not possible to take a photo of every child doing every activity, so on group activities we include one or two photos to give parents an example. Parents give permission to this on our Registration Form.

Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or we feel the post is relevant to them. They may not always appear in the group activity photo.

The assessment underneath the observation is specific to each child, as this feeds into the tracking of their development. When we add group observations, we split the observation and the assessment of each child is changed where necessary. The assessments parents see on these observations are relevant to their child.

Some activity posts don't carry any assessment because it's just information we want to share.

Safe Use Agreement

Staff

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff must not share log in or password details with any person not employed by Yarburgh Community Preschool.
- Staff must not share any information or photographs relating to children with any person not employed by Yarburgh Community Preschool.
- Staff must take all responsible steps to ensure the safe keeping of any portable device e.g. tablet that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on preschool premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Yarburgh Community Preschool.
- At all times staff must comply with Safeguarding and Online Safety policies.

Parents/carers

- Each child has their own profile on the system.
- Each parent/carer is given a secure login for their child's profile.
- The activation process is started by Yarburgh Community Preschool; the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
- Each parent/carer can only see the profile of their own children and / or other children they care for (where permission has been given by the parent).
- For parents without access to the internet, we will either print all the information from Tapestry and collate it into a paper Learning Journal or provide access to Tapestry in the setting for parents/carers to review

Leavers

- When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we can email a PDF to the setting.
- When a child leaves the setting to start school we can email the parents a PDF copy of their child’s Learning Journey on request so they have a lasting record of their child’s time at preschool. The child’s information and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

This policy was adopted by Yarburgh Community Preschool

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory Caroline Emmerson

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