

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a clear and well-understood policy, and procedures for assessing any risks to children's safety, and review risk assessments regularly.

1.9 Tapestry On-Line Learning Journal Policy

Policy statement

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

Procedures

Swallow Risers 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 the Tapestry system 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 they also sign to say that they will not share with others or publish in any way photos of other children without the explicit consent of the parents or carers of those children who may be included eg. any such photographs cannot be posted on a social networking site or displayed in a public place.

New observations to a child's learning journal will usually be uploaded within a few days 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 the setting 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. Tapestry should not be used for day-to-day matters e.g. absence, lost property etc. Parents may contact the playschool through the usual channels for such matters.

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.

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 Playschool 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.

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 the setting, 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 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 Swallow Risers 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 without the express written permission of any parents of other children featured or staff featured in that media – 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 by

On _____ (date)

Date reviewed _____ (date)

To be reviewed every two years or as required

Signed on behalf of the provider

Name of signatory

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