



<b>Online Learning Journal (Tapestry) Policy</b>		
Date: January 2015	Review date: January 2016	Signed: C. Oliver

**Aims:**

Best Start Nurseries Ltd 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 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.

**Procedures:**

Here at Best Start Nurseries Ltd we have begun to introduce and use 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 are validated by an online 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 at Best Start Nurseries Ltd. During the first term, entries will be made more frequently as staff get to know your children.

New observational entries to a child's Learning Journal will usually be uploaded 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.

Best Start Nurseries Ltd will try wherever possible to allocate "Tapestry time" to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.

Tapestry is not used as a general communication tool between Nursery 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 us at Best Start Nurseries Ltd through the usual channels for any other day-to-day matters, e.g. 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 'https' 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/video's/media taken on nursery camera's / tablets, will be uploaded into Tapestry periodically by staff and then deleted from any hardware

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

Other than the online Manager(s), staff can only see the details of their own Key Children when logged in to 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 Best Start Nurseries Ltd, 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 when the child leaves and will only be reinstated if the child returns to the setting.

If a member of staff leaves, 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 expressed permission of the Nursery Manager and any parents of other children featured in that media.





### Permissions and Usage Agreement for Online Learning Journal (Tapestry)

In signing the following Permissions / Usage Agreement, I /we are agreeing to abide by the following conditions:

- I /we consent to use photographs containing images of other children for my /our own personal use only. ( This means that the photographs cannot be shared with others, or published in any way, without the explicit consent of the parents / carers of those who may be included. For example, any such photographs, cannot be posted on a social networking site or displayed in a public place).
- I understand that the login / password I have been issued with is for my own personal use. It is my responsibility as the parent / carer to keep the password secure.

I give permission for \_(insert name)\_\_\_\_\_ to be entered into the Tapestry system for the purpose of an E Learning Journal.

Parent / Carer Signature (1)\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Parent / Carer Signature (2)\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

I / We agree to my/our child appearing in group photographs / videos for the purposes of showing social interaction and group learning. This means that the same group photographer/ video may appear in more than one child's e learning journal.

( Please delete as appropriate)

Parent / Carer Signature (1)\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Parent / Carer Signature (2)\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Please state the name of the email address (s) you would like your e learning journal sent to.

Parent / Carer (1) Email\_\_\_\_\_