**10.10 Online Learning Journal (Tapestry)**

**Aims**

Hampton-in-Arden Preschool 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**

Hampton-in-Arden Preschool 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 Preschool. During the first term, entries will be made more frequently as staff get to know the 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.

Hampton-in-Arden Preschool will try wherever possible to allocate “Tapestry time” per week 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 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 Preschool 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 taken on the Preschool camera will be uploaded into Tapestry periodically by the Preschool Manager only, and then deleted from any hardware. Media taken using the setting’s iPad camera will be uploaded into Tapestry and then deleted from the iPad.

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

Other than the Preschool Manager, 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 Hampton in Arden Preschool, 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 Hampton-in-Arden Preschool, 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 Preschool Manager and any parents of other children featured in that media.

This policy was adopted on 02.10.2014

Created by Kelly Kemp (Preschool Manager)

**Tapestry Online Learning Journal Consent Form**

Child’s Name……………………………………………………………………………………………………….

I have read and understand the ‘Tapestry Online Learning Journal’ Policy.

Signed……………………………………………………………….

I consent that my child’s image may appear in photographic and video media in other children’s Learning Journeys, which can be viewed by their parents/carers and Preschool Staff only. I agree that I will not share any media contained within my child’s Learning Journal without permission from the Preschool Manager and the parents/carers of any other children featured in that media.

Signed………………………………………………………………..

Date……………………………………………………………………