

Box Pre-School Playgroup Tapestry On Line Learning Journals

Please also refer to Child Protection Policy, Code of Conduct, Confidentiality Policy, Photographic Policy, ICT Policy, Record keeping, Curriculum Policy, Data Protection Policy and Tapestry Privacy, Security and Back Up Policy

Aim

At Box Pre School Playgroup we provide all children attending an 'online learning journal' through the platform of '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 Box Pre School Playgroup we use the secure online system Tapestry that 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 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 using accessing the system, 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 playgroup and parents, the child's individual learning journal is not used as a way

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of sharing general communication. Each child's learning journal is a document to record their learning and development that 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. A separate account called parent communications is set up as an information sharing account so that newsletters and reminders remain separate from learning journals

Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Security Procedures

Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.

Staff should not share log in or password details with any person not employed by Box Pre School Playgroup.

Staff should not share any information or photographs relating to children with any person not employed by Box Pre School Playgroup.

Staff should 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. Playgroup tablets should be kept on the premises unless being used on a planned playgroup outing.

If accessing Tapestry with a private computer, not on playgroup premises, staff must maintain confidentiality and professionalism.

All entries on Tapestry must be appropriate.

All entries on Tapestry remain the property of Box Pre School Playgroup.

Data should not be downloaded on personal computers.