



30. TAPESTRY: CHILDRENS' LEARNING JOURNEY POLICY

Aims

Forest Row Community Pre-School ensures that all children attending the setting have a personal learning journey which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), 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.

EYFS Key themes and commitments

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

Procedures

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's learning journey.
- Forest Row Community Pre-School uses an online Learning journey system called 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.
- Staff receive 'Tapestry time' which may be completed at home or within the setting. If staff are completing it at home they will ensure all data is kept confidential. Staff will also ensure tablet devices are not left unattended or unlocked. Devices are also not to be left in vehicles unattended.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system by new or junior staff are moderated by a senior member of staff before being added to the child's learning journey.
- Parents logging into the system are only able to see their own child's learning journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's learning journey's, and to protect images of other children that may appear in any photos contained in their child's learning journey.
- Parents must NOT upload any media from Tapestry onto social media sites or pass these details onto any third party.

- The learning journey is started once the child has joined Pre-school. During the first term, entries will be made more frequently as staff get to know the child.
- New observational entries to a child’s learning journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to using a Christian name only.
- We allocate “Tapestry time” per week to each member of staff to enable them to upload observations.
- Photographs taken using the digital camera, are stored on the password protected desktop computer. These photos are removed as they become obsolete.
- Photographs taken using tablets are uploaded to tapestry and then deleted from the device.
- Tapestry is not used as a general communication tool between Pre-school and home. A child’s learning journey 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 through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

- The Tapestry online learning journey system is hosted on secure dedicated servers based in the U.K. The server hosts takes security very seriously, both online and physically. You will notice that the ‘https’ prefix in the website address denotes a more secure manner to avoid discrepancies, unnecessary interference and interceptions from unwanted and unscrupulous parties.
- Tapestry do regular backups to a separate but equally secure location; separate databases for each Tapestry account; hack resistant coding; and encoded file names for uploaded media.
- Parents/Carers will be asked to sign an agreement slip before given an introductory letter and guidelines on how to set up and use Tapestry. This guide will also include a unique user I.D and password.
- Parents/Carers can only see their own child’s information and are unable to login to view other children’s learning journeys.
- Other than the Pre-school Manager, Deputy and Administrator, staff can only see the details of their own key children when logged into Tapestry using their unique login.
- If a member of staff leaves Forest Row Community Pre-school, their access to Tapestry will be revoked immediately and their details deleted from the system.
- When the child leaves Pre-school their learning journey will offered to the parents on a USB stick. A small charge is made for this. Six weeks after the child has left, the data will be irreversibly deleted. Parent access to Tapestry will be revoked when the child leaves and will only be reinstated if the child returned to the setting.

Updated	Reviewed	Next Review
July 2016		July 2017
September 2016		September 2017
September 2018		September 2019

Chair of the Committee’s signature:

Supervisor’s signature:

Deputy’s signature:

Date: