



Policy for Online learning journals/Tapestry platform

Policy statement:

All families are provided with access to an individual online learning journal through the Tapestry platform when their child starts at our setting. This records observations, photos and videos. It also offers parents an opportunity to comment and add their own observations, photos and videos to their child's journal. Sharing information in this way helps us all to create a strong partnership of setting and home learning throughout a child's time with Halstead Nursery.

The journal ceases as the child leaves our setting to attend Primary School or for any other reason that may arise. Some Primary Schools/other settings also use Tapestry and, if parents give permission, their child's folder can be directly transferred over at that point in time for continuity. Similarly, if they so wish, parents of children who attend more than one setting can give permission for their child's Key Person to have access to relevant online learning journals to help establish an effective partnership between both settings and home.

At the end of their time with us parents are given the opportunity to download or print their child's completed journal for safekeeping/future reference.

Procedures:

- At Halstead Nursery we use the secure online system Tapestry. This allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key person who is responsible for their development and the compilation of their learning journals. However, all staff are able to record observations for each other's children.
- Parents logging into the system are only able to see their child's learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have uploaded 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 for example when a group observation is being carried out whilst cooking or playing instruments. Some photos taken as part of these group observations may be pixilated if a parent has requested that a child is not to be in any photos with other children.

- Before being able to access the system, parents must sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook, Instagram, Snapchat etc).
- Whilst Tapestry provides a fantastic tool for sharing information between the nursery and parents it is not used as a way of sharing general communication. Each child's online journal is a document to record their learning and development to which parents can add comments or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be continue to be undertaken as and when required or as part of the regular parent consultation appointments with the child's keyperson.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Setting safe use Agreement:

- Staff know that they must log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff know that they should never share log in or password details with any person not employed by Halstead Nursery.
- Staff know that they should never share any information or photographs relating to children with any person not employed by Halstead Nursery.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. setting tablets that they are using and report any missing devices to management as soon as possible.
- If accessing Tapestry with a private computer, not on nursery premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Halstead Nursery.
- At all times staff must comply with Child Protection and Online Safety policies that are in place in the setting. Copies of which are available for parents to read in the Policies Folder hanging outside of the setting main entrance or on the nursery website www.halsteadnursery.org.uk.

This policy runs in conjunction with the following policies also in place within the setting:

- Use of Mobile Phones and Cameras Policy
- Online Safety Policy
- Key Person Policy
- Information Communication Technology Policy
- All Safeguarding policies

This policy was adopted at a meeting of	Halstead Nursery	
Held on	_____	(date)
Date to be reviewed	September 2016	(date)
Signed on behalf of the management committee	_____	
Name of signatory	Suzanne Clarkson	
Role of signatory (e.g. chair/owner)	Chairperson	

