Online Learning Journal Policy

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Online Learning Journals Policy Statement

At Little Pippins Pre-School 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 Little Pippins Pre-School. We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage.

Procedures
- At Little Pippins Pre-School, we use the secure online system Tapestry which 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 can 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 been input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journal by the managing 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 accessing 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).
- Whilst Tapestry provides a fantastic tool for sharing information between Little Pippins Pre-School and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which 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.
- Observations are monitored and approved by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement
- Staff sign a safe use of technology device agreement, before they are allocated access to ipads/ipods for recording observations and Tapestry

access. Staff sign an updated agreement at the beginning of each academic year.

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality. Photographs will be deleted from Ipods and cameras once uploaded to Tapestry or at the end of each term.
- Staff should not share log in or password details with any person not employed by Little Pippins Pre-School.
- Staff should not share any information or photographs relating to children with any person not employed by Little Pippins Pre-school.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism. All staff are required to have GDPR training before accessing Tapestry at home.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Little Pippins Pre-School.
- At all times staff must comply with Child Protection policies and Internet Security policy.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 5th October 2020

Signed on behalf of the Management Committee: *Laura Norton*

Role of signatory: Chair

Review date: 2021

Related Policies
Online Safety
Records