

Tapestry Online Learning Journey Policy

Statement of Intent

At Little Acorns Pre-School we provide all children attending with an 'online Learning Journey' 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 Learning Journey. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend Little Acorns Pre-School through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

- At Little Acorns 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 Person who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for all children.
- Parents logging into the system are only able to see their child(ren)'s Learning Journey.
- Parent access allows them to comment (or 'reply' or 'like') 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 Journey 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 accessing Tapestry, 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 Pre-School and parents, it is not used as a way of sharing general communication. Each child's Learning Journey 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.
- Observations are regularly monitored by the managing staff and assessed to ensure they are providing relevant and informative information.

Staff safe use agreement

Staff will:

- Only use devices supplied by the Pre-School for their intended use and in line with their role as an employee of Little Acorns Pre-School.
- Not download any images or information to personal computers/tablets/mobile phones.
- Not use devices for personal use.
- Not allow family members to use devices.
- Not share the information stored with anyone other than the manager and staff.

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- Ensure that log in details remain confidential to themselves and the manager only.
- Ensure that they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Only download any child appropriate applications (“apps”) for the use of children in the setting with the permission of the manager.
- Delete photos stored on devices as soon as they have been added to online Learning Journey’s.
- Understand that other staff have a duty to report anything they see on a tablet that raises a concern in line with the ‘Whistle Blowing’ policy.
- Immediately report the loss or damage of any device.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald’s Pre School held on (Date) 10/10/16

Signed on behalf of management committee [Signature]

Role of signatory CHAIR

To be reviewed AUTUMN TERM 2017