

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.12 Learning Journey Policy (Tapestry)

Aims

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, to build up a record of each child's achievements during their time with us.

EYFS key themes and commitments

A Unique Child

Positive Relationships

Enabling Environments

***Learning and
Development***

Procedures

- Each child will have a key person (EYP) allocated to them who will be responsible for the compilation of that child's Learning Journey.
- We use an online Learning Journey system (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.
- 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.
- All parent input is checked by child's key person before it appears on your child's online Learning Journal.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are made aware of and asked to sign consent on the registration form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. No image may be saved, used or distributed to a second party.
- The Learning Journey is started once the child has started Pre-school. During the first term, entries may be made more frequently as staff get to know the children.
- All photographs taken of children are stored onto our pre school tablets and laptop until uploaded onto the Tapestry.
- Staff always try to document the child's progress without disturbing their play. However, remembering children have the right not to be photographed and their consent should be sort prior to taking their photo.

- 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 and information about activities they have been doing at home.
- Parents may contact the pre school through the usual channels for any other day to day matters, e.g. absence, personal information etc.

Security

- The Tapestry online learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user ID and password.
- Parents can only see their own child's information and are unable to log in to view other children's Learning Journeys.
- Any information or photos on Tapestry must not be posted on social media sites and this will lead to the parent account being suspended.
- In the event of a member of staff leaving pre school all passwords used by staff shall be changed.

This policy was adopted by

LCPS *(name of provider)*

On

1st November 2019 *(date)*

Date to be reviewed

1st November 2020 *(date)*

Signed on behalf of the provider

Name of signatory

Rachel Smith

Role of signatory (e.g. chair, director or owner)

Centre Manager