



Registered Charity No: 1038425  
Village Hall, Newport Road, Hanslope, MK19 7NZ  
www.hanslopepreschool.org

# Online Learning Journey Policy

Date reviewed: 11.09.2022

## Policy statement

Hanslope Pre-school ensures that all children attending the Pre-school have a personal Learning Journey that records photos, observations, and comments. This is 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.

This policy sets out our procedures for the safe and effective use and the management of online learning journeys, to ensure the system works to the benefit of every child, information is secure and safeguarding procedures are rigorous. The staff can upload observations, assessments, photographs, and videos of the children throughout their time at Hanslope Pre-school. This is a completely secure system, only the manager, the staff, and the child's parents will have access to the child's learning journal, and only parents who have signed the agreement will be able to have access to the system. We encourage parents to be as involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their children for us to enjoy and add to the assessment process. This partnership creates a journal, which grows for your child to keep. The staff will only use the Pre-school tablets, which have been bought for this purpose. The tablets are to be stored overnight in a locked facility. Staff members are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.

## Procedures

- The Early Years Practitioners will be responsible for the compilation of all children's Learning Journeys.
- Hanslope Pre-school uses an online Learning Journey system, called Tapestry, allowing staff and parents to access the information of individual children 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 logins do not have the necessary permission to edit existing material.
- All observations are regularly moderated by the Practice Manager.
- 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 Journeys and to protect the images of other children that may appear in any photos.
- In the instance where a parent does not give permission for their child's photograph to be used, staff will ensure that every possible measure is taken to not include the said child in photographic evidence, except for their own photos for their own journal.
- In written observations other children will not be identified in another's Learning Journey.
- The Learning Journey is begun once the child has started Hanslope Pre-school.
- 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.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in the staff's own time.
- Tapestry is not used as a general communication tool between 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 (face to face, email, or phone call) for any other day-to-day matters, e.g., absence, etc.

### **Staff Agreement**

All staff using the system will adhere to a Staff Agreement where they shall:

- Only use devices supplied by the setting for their intended use and in line with their role as an employee of Hanslope 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 EYFS staff.
- Ensure that login details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photos stored on the device as soon as they have been added to the online Learning Journey.

### **Parental Restrictions**

- Photos or videos including other children or staff should not be shared with anyone other than the Tapestry account holder.
- Parents are prohibited from sharing images or videos from Tapestry containing their child or other children to any social networking site or via email or text.
- Parents sign an agreement to say they will adhere to this.

### **Security**

- The Tapestry online Learning journey system is hosted on secure dedicated servers based in the EU and the UK where required.
- Access to information stored on Tapestry can only be gained by a unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- Access to Tapestry's Privacy Policy can be accessed on the below link. Annex C outlines a full list of stored data.

[Contract for the Tapestry Online Learning Journal](#)

This policy was reviewed by Hanslope Pre-school on 11<sup>th</sup> September 2022

Date to be reviewed 11<sup>th</sup> September 2023

Signed on behalf of Hanslope Pre-school.....B. Mudaliar

By Brittany Mudaliar Chairperson on 22.09.2022