Online Learning Journal Policy

 All children attending Town Street Playgroup have a personal Learning Journal 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.

The setting uses an online Learning Journal system (Tapestry), allowing staff and parents to

 access the information from any computer via a personal, password-protected login.

The Tapestry on-line Learning Journal 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 are asked to sign a consent form giving permission for their child’s image to appear in other

 children’s Learning Journals, and to protect images of other children that may appear in

 any photos contained in their child’s Learning Journal.

Parents logging into the system are only able to see their own child’s Learning Journey.

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.

Photographs or videos of children are taken by staff only on the setting devices (Ipads) and added to Learning Journals by the Playgroup Leader only. Each tablet is pin protected and they are not taken home by playgroup staff.

Staff access allows input of new observations or amendment of existing observations and photos.

Observations input into the Tapestry system are validated by the Playgroup Leader before being

 added to the child’s Learning Journey.

The Playgroup leader only is responsible for uploading photos and videos to Tapestry from the tablets and this will be done at her home, under secure conditions.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

Playgroup staff are expected to add observations and assessment to children’s Journals at home and may access the Tapestry site using their own device, with their individual log in details.

Staff are not permitted to download any photographs of the children onto their own devices.

Staff are not permitted to share any details from the Learning Journals with anyone.They should be aware of any other people around them and make sure they are not overlooked when working on Learning Journals.

They must logout as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the Playgroup leader immediately and new login details will be created.

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