**06.9a Learning Journal Policy**

**Policy Statement**

At Gilah Nursery, we create an ‘online learning journey’ for all children through the online platform of ‘Tapestry’, which records observations, photos and videos, and provides an opportunity for parents to comment and add their own observations to their own child’s journey. This helps to foster a strong partnership and good communication between school and home. Each child’s learning journey will be made available to download at the end of each academic year or when a child moves settings.

Tapestry is a safe and secure system and one that enables parents and carers to access their child’s learning journey at any time.

Each child has a Key Person assigned to them who is responsible for the compilation of each child’s Learning Journal.

**Procedures**

Tapestry is an online learning journal used to help educators and parents to record, track and celebrate children’s progress in early years education. Tapestry allows staff and parents to access the information from any computer via a personal, password-protected login.

**Secure profile:**

* Each child has their own profile on the system.
* Each parent is given a secure login for their child’s profile.
* The activation process is started by setting, the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
* Each parent can only see the profile of their own children.
* Parents logging into the system are only able to see their own child’s Learning Journey.

**Email notifications:**

* When you first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child’s journal.  To do this – you click on your name at the top right-hand side of the screen and then Edit Preferences from the drop-down menu.

**What is Tapestry used for:**

* Daily observation on a child for the first 5 days of settling in which will include notes, photographs and at times videos.
* Once settled weekly observations of activities or wow moments will be posted.

We encourage parents to add comments to observations. 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.

**Safe Use**

* No staff member is allowed access to Tapestry until all suitability checks are in place including an enhanced DBS check.
* Staff must not share log in or password details with any person.
* Staff must not share any information or photographs relating to children with any unauthorised person.
* Staff must take all reasonable steps to ensure the safe keeping of any portable device e.g., iPad that they are using and report any missing devices immediately.
* If accessing Tapestry from a private computer, not on school premises, staff must maintain confidentiality and professionalism, including not downloading any content to personal computers.
* Staff must not access Tapestry via the Tapestry app on personal mobile devices.
* Ensure the iPad or computer is completely logged out of Tapestry and the passwords are not saved anywhere which would allow anyone else access.
* All entries on Tapestry must be appropriate.
* All entries on Tapestry remain the property of Gilah Nursery.
* At all times staff must comply with Safeguarding Child Protection policies.
* All staff must adhere to this policy and failure to adhere to the usage criteria may result in the disabling of a user’s access to Tapestry and/or disciplinary action.

*Updated 28th July 2022*