



## Learning Journals

Bottesford Pre-School ensures that all children attending the setting have a personal online Learning Journal which records their achievements, progress and learning outcomes throughout their time with us in line with the EYFS. The Learning Journal uses photos, observations, assessments, and comments to build up a record of the child's development and progress and is maintained by their key person.

### Procedures

- Each child will have a key person allocated to them who will be responsible for their Tapestry Learning Journal.
- Bottesford Pre-School uses an online Learning Journal system (Tapestry) allowing staff and parents to access the information from any computer, iPad or IOS phone via a personal password protected login.
- Parents are asked for their written consent for Pre-School to create a Tapestry Learning Journal for their child on our Registration form. After an account is created parents are sent an email with details on how to log in to the account.
- Additional information on Tapestry and how to use it is available.
- Staff access allows input of new observations and photos or amendment of existing photos and observations.
- Parent access allows them to fill in the "About Me" form and input new observations and photos or the addition of comments in exiting observations and photos. Parent logins do not allow existing material to be edited.
- The Managers moderate observations and assessments put into the Tapestry system; contributing, amending and deleting where necessary.
- Parents logged into the system are only able to see their own child's Learning Journal.
- Parents are asked for their written consent for their child's images to appear in other children's Learning Journals and agree not to share any images contained in their child's Learning Journal.
- The Learning Journal is activated once the parent has given their written consent.
- Staff iPads are used to take images and these images are stored in the cloud and deleted every two weeks.

- Tapestry is not used as a general communication tool between Pre-School and home. A child's Learning Journal is a document recording their development and outcomes, parents may add comments to observations or contribute by photos/information etc. about the activities they have been doing at home.
- If a child attending our setting is also looked after by a childminder who uses Tapestry, we will, with parental permission, liaise with them to share the child's Tapestry Journals.
- Where a child comes to us from, or moves to, another setting which uses Tapestry, we will, with parental permission, liaise with the setting to transfer the child's Tapestry Learning Journal.

### **Security**

- The Tapestry online Learning Journal system is hosted on a secure dedicated server based in the EU and GDPR 2018 compliant.
- Access to information stored on Tapestry can only be gained by a unique user ID and password.
- As per our Confidentiality policy staff may access Tapestry at home to update their key children's Learning Journals. Staff are aware of their duty to take precautions to ensure confidentiality at all times.