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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**1.9 Tapestry On-Line Learning Journal Policy**

**Policy Statement**

Pavilion Pirates Preschool ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments. This is in line with the Early Years Foundation Stage, to build up a record of each child’s achievements during their time with us.

**Procedures**

Pavilion Pirates Preschool uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer or tablet 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.

Observations input into the Tapestry system will be added by an approved member of staff before being added to the child’s Learning Journal.

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

Parents are asked to sign a consent form giving permission for their child’s image to appear in other children’s Learning Journals and they also sign to say that they will not share with others or publish in any way photos of other children without the explicit consent of the parents or carers of those children who may be included e.g., any such photographs cannot be posted on a social networking site or displayed in a public place.

New observations to a child’s learning journal will usually be uploaded within a few days of the observation being made. Observations and updates to the journal may not occur every day that the child attends the setting.

Tapestry is not used as a general communication tool between preschool and home. A child’s learning journal 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.

Tapestry should not be used for day-to-day matters e.g., absence, lost property etc. Parents may contact the preschool through the usual channels for such matters.

**Security**

The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously.

Photos and videos taken using the Tapestry app are stored on the device used, and are deleted each half term. Access to information stored on Tapestry can only be gained by unique user I.D. and password.

If accessing Tapestry with a private computer or tablet, not on preschool premises, to update or check observations staff must maintain confidentiality and professionalism. Staff must ensure they log out as soon as they have stopped working.

At all times staff must comply with the Safeguarding and Child Protection policies and Online Safety policies – failure to do so will result in disciplinary action.

Parents can only see their own child’s information and are unable to login to view other children’s Learning Journals.

Once a child leaves Pavilion Pirates Preschool, a request will be made for their data to be deleted. After 30 days (to allow for mistakes) the data will be irreversibly deleted. Parent access to Tapestry will be revoked immediately the child leaves and will only be reinstated if the child returns to the setting.

If a member of staff leaves Pavilion Pirates Preschool or is the subject of any disciplinary action their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites without the express written permission of any parents of other children featured or staff featured in that media – breach of this agreement may result in parents losing remote access to their child’s learning journal which will only be available for them to view in pre-school.

**1.9 Tapestry On-Line Learning Journal Policy**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**