

Tapestry and Learning Journal Policy

Statement

Once upon a time recognises its responsibility to safeguard and promote the welfare of all children.

Aim

Once upon a time ensures that all children attending have a personal Learning Journal which records photographs, videos, observations and comments, in line with the Early Years Foundation Stage. This will produce a record of each child's achievements and developmental progress during their time with us.

Methods

- ★ **Once upon a time** uses an online application called 'Tapestry' that allows staff and parents to access information from any computer via a personal, password-protected log in.
- ★ Each parent/carer will be asked for permission for the nursery to use Tapestry to record their child/children's development.
- ★ Permission will include the taking of photographs and videos.
- ★ Each child will be allocated a Key person who will be responsible for recording their progress and time at nursery.
- ★ Staff access allows input of new observations, photographs and videos, or amendment of existing observations and photographs or videos.
- ★ Parent/carer access allows input of new observations and photographs or the addition of comments on existing observations and photos. Parent/carer log-ins do not have the necessary permission to edit existing material.
- ★ Observations input into the Tapestry system are validated by a senior member of staff before being updated/loaded on the system.
- ★ Parents/carers logging into the system are only able to see their own child(ren)'s Learning Journal.
- ★ The Learning Journal is started once your child has joined the nursery.
- ★ Observations may be written in the past or present tense.
- ★ In all written observations, other children are referred to using their initials (instead of as 'C1', 'C2', etc.) and not by name.
- ★ Tapestry is used as a communication tool between nursery and home. A child's Learning Journal is a document recording their learning and development during their early years, and parents/carers may add comments on observations or contribute photographs, videos or information about activities they have been doing outside of nursery.
- ★ From time to time, we may set whole nursery school or group challenges for children and parents to complete.
- ★ We may publish reminders about specific events at nursery.
- ★ Staff will use a paper Learning Journal format to record the progress of children who do not have consent to be recorded on Tapestry. This policy will be followed with regards to security, confidentiality and consent.
- ★ Children's Learning Journals recorded on Tapestry will be loaded onto a memory stick for parents/carers to keep when they leave nursery.

Security

- ★ The Tapestry online system is hosted on secure, dedicated servers based in the UK.
- ★ Access to information stored on Tapestry can only be gained by a unique user ID and password.
- ★ Parents/carers can only see their own child(ren)'s information and are unable to login to view other children's information.

- ★ **Parents/carers must not download/upload photos from Tapestry onto any social networking site.**
- ★ Staff will only log onto Tapestry during normal working hours and in the workplace. Personal computers will not be used.
- ★ Staff will only complete paper Learning Journals during normal working hours and in the nursery – they will not be taken home.

Failure to comply with this policy may result in you being asked to remove your child from this nursery.

This policy was adopted by Once upon a time nursery school

Date: 21 July 2016

And updated on 17 September 2021

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise