

## Peter Pan Playgroup

### Tapestry Online Learning Journal Policy

Peter Pan Playgroup ensures that all children attending the setting have a personal learning journal which records photos, videos, 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. It will also show children's developmental progress through the different age bands of the EYFS.

#### Procedures

- Peter Pan Playgroup uses an online Learning Journal system known as Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations, photos and videos 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 are validated by a senior 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 child's Learning Journal. Parents who sign this agreement also then agree that they will not use the photos of their children, which may also contain other children, for anything other than personal use, so these must not go on any social networking sites or any other type of public use. This includes copying, downloading or taking screenshots of any Tapestry data. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in that parent's access to the system being withdrawn.
- The Learning Journal is started as soon as possible once the child has started Playgroup and permission gained from their parents. Observational entries to a child's Learning Journal will normally be uploaded within two to three weeks of the observation being made.
- In all written observations, other children are referred to by initials only or 'child 1', etc, and not by name, unless we have a written or verbal consent from the parents.
- All photographs and videos of children are taken on a tablet allocated to the child's keyworker and are protected by pin-access and are the property of Peter Pan Playgroup. These devices are usually kept in the setting and are solely used for the purpose of recording a child's Learning Journal and not for personal use. Once uploaded to a child's Learning Journal, photos and videos will be deleted from that tablet.
- Peter Pan Playgroup will try wherever possible to allocate time to each member to enable them to upload observations. Any overflow will have to be completed in staff's own time. Staff have previously signed a confidentiality notice and any breach will be treated severely.
- Peter Pan Playgroup will never share pictures, videos, names or other personal details on any social media outlets other than photos with parents' permission on Playgroup's Facebook, website, or Copthorne Parish Magazine for display purposes and are purely to advertise/display the variety of activities we offer within our setting. Names of children will not be displayed anywhere on Facebook, our website or the magazine.
- If a child moves to another setting, which also uses Tapestry, it is possible to transfer the profile for the record to be continued. This will only be done with parents' written consent.
- On transition to school, the profile of each child will be downloaded by Playgroup onto a PDF for parents to download. Parents will then be emailed to advise them how long they have to download their child's Learning Journal. On leaving Peter Pan Playgroup, all children's information contained in their online Learning Journal will be deleted from our account with Tapestry within a timescale.
- 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 is not used as a general communication tool between Playgroup and home. Parents should contact Playgroup through the usual channels for any other day-to-day correspondence, eg absence.

## Security

- The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information store on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's journals.
- Once received parents should ensure that they reset the setup password when their profile is created to a unique and memorable password. When parents upload their own media/comments etc, they have responsibility for gaining consent of any other parties featured in said items and Playgroup will assume that consent has been granted.
- As account holder, Peter Pan Playgroup is the sole owner of all data recorded on Tapestry including any information uploaded by parents.
- Tapestry will not access the account without the prior permission from Peter Pan Playgroup, ie to solve a technical issue, and Tapestry will never attempt to contact parents directly or pass details on to any other party.
- The data stored within Tapestry is held within the 'i-cloud' and as Tapestry is a UK company it also adheres to UK General Data Regulation and Data Protection Act 2018, therefore no data will be accessible from outside the UK by Tapestry as a company.

## Legal Framework

- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018