



SEVENOAKS
PREPARATORY SCHOOL

SAFEGUARDING – ONLINE LEARNING JOURNAL (TAPESTRY) POLICY

Policy reviewed and amended: Autumn 2016

Next review date: Autumn 2017

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Status and Review Cycle: Annual

SAFEGUARDING

Online Learning Journal Policy (Tapestry)

Sevenoaks Prep ensures that all children attending their Early Years classes (Nursery, Kindergarten and Reception) have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage. This computer program (Tapestry) will be used to build up a record of each child's achievements during these years. It will also show children's personal development and progress through the different age bands of the EYFS.

Procedures

Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journal. In Nursery, the Key Person will contribute to the online journal but the Nursery Lead will have overall responsibility to ensure these journals are up to date. In Kindergarten and Reception, this will be their class teacher.

Sevenoaks Prep uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer via a personal email and password-protected log-in.

Staff access allows ongoing input of new observations and photos, or the 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 in the school holiday periods. Parent log-ins do not have the necessary permissions to edit existing material.

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

Parents are asked to sign a consent form which states:

- They will give permission for their child's image to occasionally appear in other children's Learning Journals.
- They will not to publish their child's observations, photographs or videos on any social media site.
- They will protect images of other children that may occasionally appear in any photos contained in their child's Learning Journey.
- They will keep their personal log-in details within their trusted family.
- They will speak to a member of staff about any difficulties with the Tapestry program.

The Learning Journal is started as soon as a child has started in an Early Years class. During the first term, entries will be made more frequently as staff get to know the child.

In all written observations, other children will be referred to by Christian name only.

We will try wherever possible to allocate "Tapestry time" to each member of staff to enable them to upload and analyse photos and observations. Any overflow will have to be completed in staff's own time.

Our Early Years Administrator will assist with the uploading of photos and observations where possible.

Tapestry is not used as a general communication tool between Sevenoaks Prep and home.

A child's Learning Journal is a document recording their learning and development. Parents may use Tapestry in the school holiday periods to add comments on observations or contribute photos, videos or information about activities they have been doing at home.

In term time, parents are asked to continue to put any observational comments into their child's Contact Book for teachers to see.

Security

- The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique email user ID and password.
- Parents can only see their own child's information and are unable to log-in to view other children's Learning Journals.
- Tapestry hold their own protection policy to ensure data is secure. Refer to 'Tapestry Privacy, Security and Back-up Policy'

Reviewed by Policy Holder:	Mrs Helen Cook
Signature:	Date:

Approved by Governor Lead:	Mr Tim Dickinson/ Mr Marius Carboni
Signature:	Date:
Updated: AUTUMN 2016	Date for next Revision: AUTUMN 2017