

## Learning Journal/Tapestry Policy

### Aims

Stepping Stones Nursery ensures that all children attending the setting have a personal Learning Journey which records photos, 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

Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.

Stepping Stones uses an online Learning Journey system (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 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 log-ins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are validated by a qualified member of staff before being added to the child's Learning Journey.

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

To protect images of other children that may appear in any photos contained in their child's Learning Journey. The images/videos must not be shared with any other individual or posted on Facebook/other social media.

The Learning Journey is started once the child has started at Stepping Stones Nursery. During the first term, entries may be made more frequently as staff get to know the children.

New observational entries to a child's Learning Journey will usually be uploaded within three days of the observation being made. All observations are written in the present tense.

All photographs taken of children are uploaded directly to tapestry and are not and stored on a central computer. We are all individually responsible for uploading the week's photos to Tapestry, ready to annotate with observations.

Tapestry is not used as a general communication tool between Stepping Stones and home. A child's Learning Journey 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.

Parents may contact Stepping Stones Nursery through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.



### Security

The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.

Access to information stored 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 Learning Journeys.

### Home working for staff

All staff have a individual log in and password and on occasion will work on tapestry from their home address. The staff wishing to work from home **MUST**

1. Be a full member of staff
2. Renew their password monthly
3. Confirm that they will NEVER release their password to anyone else or save their log in details to any device
4. Will ensure that their computer is fully licensed with virus protection.

