



### **Online Learning Journal (Tapestry) Policy**

#### **Aims**

The British School Tenerife ensures that all children attending the setting have a personal Learning Journal 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**

- The British school Tenerife uses an online Learning Journal system (Tapestry), allowing staff to access the information from any school computer via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent logins do not have the necessary permission 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 giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.
- The Learning Journal is started once the child has started Playgroup (from 2017-2018) During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journal will usually be uploaded within two weeks of the observation being made. Observations and updates to the journal may not occur every day that the child attends the setting.
- In all written observations, other children are referred to as another child, no names or initials should be used.
- The British School Tenerife will try wherever possible to allocate "Non-Contact" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between Early Years and home. A child's learning journal is a document recording their learning and development.
- Parents may contact the Early Years through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

#### **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, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site.
- Photos and videos taken using the Tapestry app are not stored on the device used. Any photos taken on the iPad will be uploaded into Tapestry periodically, and then deleted from any hardware. Media taken using the setting's iPad camera will be uploaded into Tapestry and then deleted from the iPad.
- Access to information stored on Tapestry can only be gained by unique user I.D. and password.
- Other than the Early Years Manager, staff can only see the details of their own Key Children when logged in to Tapestry using their unique login.
- 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 The British School Tenerife, 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 The British School of Tenerife, 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 expressed permission of the Early Years Manager and any parents of other children featured in that media.
- Passwords must not be saved on the device. Staff must sign in each time they use tapestry.
- Staff must use incognito window to access Tapestry.

**Jenni Garnett**

**To be reviewed- January 2020**