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. This builds up a record of each child's achievements during their time with us. Tapestry is a safe and secure system that enables parents to access each child's learning journey. Parents can also post any comments, observations, or photographs of their own.

For our playgroup children Tapestry is also used as a form of communication sharing with parents the children's health and care routines.

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.
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- The Learning Journal is started once the child has started at the setting and the data protection form is signed by the parents.
- Parents accounts will be set up once the child has been in the setting for a least two weeks enabling staff to make observations and to take photographs.
- New observational of entries of wow moments and special events will be uploaded to a child's Learning Journal within two weeks of the observation being made.
- All events, shows and assemblies will be uploaded within 3 days after the event.
- Observations and updates to the journal will occur on a weekly basis.
- 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.
- A child's learning journal is a document recording their learning and development and is not used as a general communication tool between Early Years and home, apart from our Playgroup children, where staff will use the care dairy to share the child's health and care routines.
- 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.
- Staff use iPads to take photos/videos and observations which then are uploaded to Tapestry.
- Each member of staff has a secure login which is password and pin protected.
- 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

- 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.
- 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 via the web.
- Passwords must not be saved on the device. Staff must sign in each time they use tapestry.

Parents
- 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.
- Each parent has a secure login which is password and pin protected.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.
- 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.
- Parents may input new observations and photos and add comments to existing observations, they do not have the necessary permissions to edit existing content.

When children or staff leave

- 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.
- When a child leaves, parents will be able to download a PDF copy and a bulk file of their child's learning journey, so they have a lasting record of their child's time at the British school of Tenerife. An email will be sent to the parents once the manger as granted permission for parents to download them.
- As Tapestry is only used in the Early Years department, when a 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

- child leaves Reception, the manger will grant permission for parents to download their child's learning journey before the child's account is deleted.

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