



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Online Learning Journeys – Tapestry - Policy

Policy Statement

At Greenshoots we use an online learning journey programme called Tapestry. We believe that this online system makes it very accessible for parental engagement and contributions.

Tapestry works in line with the EYFS (Early Years Foundation Stage) and the observations made of children can be linked to this curriculum.

The learning journey is a document to record a child's learning and development and should not include advertising or updates of events etc.

Each child's learning journey will contain photos of them at play and on occasion videos.

Procedures for Accessing Tapestry and Observations

- Once a parent / carer has signed up to an account they will be sent an email with details of how to activate it. Parents / carers will need to set up a password. The email may go to their junk mail box so we let parents / carers know about this. The staff will let parents / carers know when their account is ready to use.
- For families where parents are separated and both have parental responsibility, a permission form will be given to both parents.
- Parents / carers will only be able to access their own child's learning journey and will be able to comment on observations and add their own observations from home.
- Every child at Greenshoots will be allocated a key person who is responsible for monitoring the child's development. The key person will make regular observations on each of their key children and will upload them to each child's learning journey on Tapestry.
- Uploaded observations are monitored by Natalie Landricombe (Manager - Operations) or Eleanor Hallett (Lead Practitioner), who will then publish them for

parents / carers to see. The manager / lead practitioner will ensure that the observations are appropriate and will communicate with key people about the content of observations if necessary.

Use of images on Tapestry

- In our welcome packs given to new joiner's there is an image consent form so parents/carers can indicate how we use images of their child. They can tick whether they will allow their child to appear in other children's learning journeys. Their child will not be named in any other children's learning journeys.

Procedures if unable to access Tapestry

- If for any reason any parents / carers are unable to access Tapestry they should inform one of the setting managers or lead practitioner, who will work with parents / carers to plan alternative methods for them to access their child's learning journey.
- If parents / carers have any problems logging in or setting up their account they can come into the setting where a member of staff will help them using the setting's laptop.

When a child leaves Greenshoots

- When a child leaves Greenshoots parents / carers will be provided with a copy of their child's learning journey. This will be in the form of a digital download via Tapestry. If requested a copy of the child's learning journey can be saved to a USB storage device, which is to be provided by the paren / carer.
- All parents who have parental responsibility can request a copy of the learning journey.
- The setting will take measures to ensure a secure handover of the completed USB and it will be stored securely whilst in the care of Greenshoots.
- A child's learning journey can be transferred to a school or another setting who use Tapestry once permission from you is sought. The learning journey will be safely transferred using a code for transition.
- Once a child is no longer attending our setting, information held on both the child and parents / carers will be deleted.

Procedures for the Safe Use of Tapestry

- Staff members are not allowed to access Tapestry at home on their own devices. Staff members will only access Tapestry within the setting.
- Any visitors/trainees/work experience students will not be able to access Tapestry.
- On occasions trainees may complete observations on a child for learning purposes. This will be done under the supervision of a member of staff.
- Only staff who are key people and manager's will have a log in code to access Tapestry.
- Tapestry tablets will not be taken into the bathroom area of the pre-school.
- Staff will ensure the use of tablets is kept to a minimum when engaging with children, as use should not be to the detriment of interactions with children.
- Staff must maintain confidentiality when accessing Tapestry.
- All designated people can take photos of the children and can upload them to a child's learning journey.
- The content of anything uploaded to Tapestry must be appropriate. This will be monitored by the management team.
- Staff must comply with all safeguarding and child protection policies and procedures. See safeguarding / child protection policy.
- No photos or information will be shared on any social media platforms, such as Facebook.
- Staff will ensure that Tapestry tablets are kept safe and a manager or lead practitioner will safely lock them away in the safe at the end of each day.
- Staff will access Tapestry on the setting laptop at Greenshoots when completing summative assessments. A manager will log into the Tapestry site when key people are due to write assessments.
- All new staff will be trained on how to use Tapestry and will read all policies relating to this before being allowed to access it.
- Tapestry tablets may be taken out into the school playground or in the hall in order for staff to take photos and observations. A manager or lead practitioner will know where the tablets are at all times.
- Once a staff member has finished completing their observations they will securely log out of the app to ensure no one else sees any information for example visitors to the setting.
- Parents meetings will be held to discuss children's development and to discuss observations that appear on the child's learning journey. **In light of the current coronavirus pandemic face to face meetings may not be possible, but will take place over the telephone instead.**

- All information will be securely stored and the manager's will have procedures in place to protect sensitive information that is provided by the parents / carers.

This policy was adopted on _____

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laira Green Trust:

Greenshoots Manager :

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