07 Record keeping procedures

**07.4 Tapestry/Online Learning Journeys**

Old Newton Under Fives 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
* Old Newton Under Fives 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
* Parental 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 put into the Tapestry system are moderated by the Manager and Deputy 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
* Parents are asked to sign their consent, giving permission for their child’s image to appear in other children’s Learning Journeys. No child will appear in someone else’s learning journey without consent
* The Learning Journey commences once the child has started Pre-school
* Observations are recorded daily and uploaded by the end of the week
* We will try wherever possible to allocate “Tapestry time” per week to each member of staff to enable them to upload observations
* All photographs taken of children are either on the Pre-school camera or staff member’s tablets. These photos are uploaded daily onto Tapestry and then deleted
* Tapestry is not used as a general communication tool between Pre-school 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 us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc. by telephone (07871858183) not by Tapestry.
* Staff will continue to conduct parent consultations following their key child’s focus week.

**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