



# FIRST STEP PLAYGROUP



## 4.5 Electronic Recording of Learning and Development

### Policy Statement

First Step Playgroup's settings 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.

Developmental progress will not be displayed on the platform as we value practitioner knowledge and not a computer programme. Developmental data through the EYFS will continue be recorded on paper trackers.

### Procedures

- First Step Playgroup uses an online Learning Journal 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 added onto the Tapestry account are validated by a senior member of staff before being added to the child's Learning Journal.
- 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. Every child will have photo evidence, along with a narrative of their time at playgroup, posted weekly.
- New observational entries to a child's Learning Journal will always be uploaded within two weeks of the observation being made.
- First Step Playgroup has permission from Ofsted for staff to upload observations off site, in their home, due to the restrictions the setting's buildings. A robust risk assessment is in place and can be viewed if requested.

- Tapestry is not used as a general communication tool between playgroup 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 the settings 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.
- 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 Journals.
- Parents are reminded not to download and share photos of their children, others from the Tapestry account on social media.

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

3<sup>rd</sup> September 2016

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory

Playgroup Manager

This policy was

reviewed on:

22<sup>nd</sup> Sept 2017

A.V.Kelly

This policy was

reviewed on:

5<sup>th</sup> January 2019

A.V.Kelly

This policy was

reviewed on:

9<sup>th</sup> November 2019

A.V.Kelly

This policy was

reviewed on:

07 October 2020

A.V.Kelly

#### 4.4 The role of the key person and settling-in