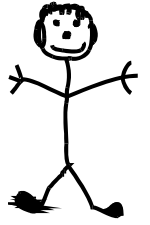


FIRST STEP PLAYGROUP



Policies and Procedures

4. Organisation

Child Care Practice

4.5 Electronic Recording of Learning and Development

Policy Statement

First Step Playgroup 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

- First Step Playgroup 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.
- 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 into the Tapestry system are validated by a senior member of staff 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 a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child has started playgroup. 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 Journey will always be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.

- In all written observations, other children are referred to as ‘friend’ or ‘peer 1’, ‘peer 2’, etc – and not by name, unless we have a written or verbal consent from the parents.
- First Step Playgroup will try wherever possible to allocate “Tapestry time” per week to each member of staff to enable them to upload observations.
- 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 Playgroup through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

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.
- 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

3rd September 2016

Date to be reviewed

2nd September 2017

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory

Playgroup Director

This policy was reviewed on:

This policy was reviewed on:

This policy was reviewed on:

4.4 The role of the key person and settling-in