

Learning Journey Policy

Aims

Roman River preschool 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 the 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.
- Roman River Pre-school 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.
- The tablets and cameras used to take the observations will not be allowed off the preschool site, unless used on a preschool outing, in which cases the same confidentiality rules apply.
- Staff can Access the Tapestry app from any device at preschool via a secure user name and password, this is to allow staff to update observations. No personal details can be seen by any member of staff. Parents can access the learning journey at any time.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing observations.
- Observations input into the Tapestry system are moderated by the manager before being added to the child's learning journey, though once the manager feels that the key person is competent enough in Tapestry this will be removed, but the manager will make regular checks on observations.
- Parents logging in to 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 their child's learning journey. This is for both paper and online learning journeys.

- If parents are found to be screen shooting the pictures on Tapestry their account will be deleted.
- The learning journey is started once the child starts preschool.(though for children starting in September the learning journey is started earlier to enable the parents to upload photos over the summer holidays. During the first term, entries will be made more frequently as staff get to know the children.
- Observations are written in the present tense.
- In all written observations other children are referred to by initial.
- We will allocate Tapestry time/learning journey time per week to each member of staff to enable them to edit and upload observations. Any overflow will have to be done in staffs own time within preschool not off the premises.
- Tapestry is not used as a general communication tool between parents and preschool. 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 opt out of Tapestry and all information and observations will be printed and collated into a paper learning journey.

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 see their own child's information and are unable to login to view other children's learning journeys.

This policy was adopted by	Roman River Pre-school	name of provider
On	<hr/> 03/06/2019	(date)
Date to be reviewed	<hr/> June 2020	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/> Carly Oldfield	
Role of signatory (e.g. chair, director or owner)	<hr/> Committee Chair	
	<hr/>	

Roman River Pre-school
Fingringhoe Village Hall Chapel road Colchester CO5 7BH
Ofsted reg no:EY402265