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**Online Learning Journal Policy** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Learning Journals Policy Statement**

**At Bumble Bee’s Day Nursery, we provide all children attending an ‘online learning journal’ through the platform of ‘Tapestry’, which records observations, photos and videos and provides an opportunity for parents to comment and add their own observations to their own child’s journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend Bumble Bee’s Day Nursery. We will use Tapestry to record observations, comments, and photos to show progress across the Early Years Foundation Stage in addition to logging meals, personal care and sleep time.**

Procedure

• At Bumble Bee’s Day Nursery, we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.

• Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff can capture observations for each other’s children.

• Parents logging into the system are only able to see their child(ren)’s learning journal.

• Parent access allows them to comment (or ‘reply’) to observations that staff have been input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journal by the managing staff to ensure appropriate content.

• Before parents are linked to their child(ren)’s learning journal they are asked to give permission for their child’s photo to appear in other children’s learning journals.

• Before accessing the system, parents must sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

• Observations are monitored and approved by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

• Staff sign a safe use of technology device agreement, before they are allocated access to iPads/tablets for recording observations and Tapestry access. Staff receive training in how to keep information secure within the nursery.

• Staff will log out of the Tapestry app when they are finished in order to maintain confidentiality. Photographs will be deleted from iPads and cameras once uploaded to Tapestry or at the end of each term.

• Staff will not share log in or password details with any person not employed by Bumble Bee’s Day Nursery.

• Staff will not share any information or photographs relating to children with any person not employed by Bumble Bee’s Day Nursery.

• Staff will take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.

• If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism. All staff are required to have GDPR training before accessing Tapestry at home.

• All entries on Tapestry must be appropriate.

• All entries on Tapestry remain the property of Bumble Bee’s Day Nursery.

• At all times staff must comply with Child Protection policies and Internet Security policy.

This policy was adopted in June 2019

Updated December 2023

Review date: December 2024