

General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

Blackberry Lane Pre-School & Nursery

Early Learning Journey 2019-2020

Policy statement:

Our setting ensures that all children attending the setting have a personal Learning Journey which records photos, observations, short video clips and comments in line with the EYFS 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.
- Blackberry Lane Pre-School & Nursery 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 – parent logins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by the manager/deputy manager or a designated 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 Blackberry Lane Pre-School & Nursery. 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 usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- We will try wherever possible to allocate 'Tapestry time' per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between the setting and home. A child's Learning Journey is a document recording their learning and development and parents may add comments of 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. absences, lost property etc.

Security

- The Tapestry on-line learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stores 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.

This policy was adopted by	Blackberry Lane Pre-School & Nursery	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	October 2020	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	Mrs D Gibson	Mrs R Glasbey
Role of signatory (e.g. chair, director or owner)	Manager	Director