



07 Record keeping procedures

07.05 Early Learning Journey

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.

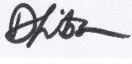
Procedures:

- 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 and Nursery uses an online software system called 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 permissions to edit existing material.
- Observations input onto Tapestry 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 and Nursery. During the first term, entries may 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 may also be 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.

Security

- Tapestry is hosted on secure dedicated servers
- Access to information stored on Tapestry can only be gained by unique use 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	
On	February 2025	
Date to be reviewed	February 2026	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Ms C Lawrence
Role of signatory (e.g. chair, director or owner)	Manager	Director