**Online learning journals**

**Policy statement**

At Little Burrows Montessori Nursery, we create an ‘online learning journal’ for all children attending through the platform of ‘Tapestry’, which records observations, photos and videos and also 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 and good communication between the setting and home as the children. Each child’s learning journal will go with them if they move to another setting or when they leave to attend Primary School.

**Procedures**

•  At Little Burrows Montessori 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 are able to capture observations for each other’s children.

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

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

•  Before parents are linked to their child(ren)’s learning journal they are asked to give written consent for their child’s image to appear in other children’s learning journals as either a photograph or as part of a video and only children’s first names will be used.

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

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

**Safe Use Agreement**

* No staff member is allowed access to Tapestry until all suitability checks are in place including an enhanced DBS check.
* Staff have signed a ‘Safe Use by Staff” agreement which agrees to adhere to the terms in place. All Staff sign self-declaration forms, declaring that neither themselves and anyone who lives with them do not have any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children. It is the staff’s responsibility to ensure they inform the manager if this changes.
* Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
* Staff should not share log in or password details with any person not employed by Little Burrows Montessori Nursery. Staff should not share any information or photographs relating to children with any person not employed by Little Burrows Montessori Nursery.
* Staff should 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 from a private computer, not on nursery premises, staff must maintain confidentiality and professionalism.
* If Staff are accessing Tapestry from home either from a nursery iPad or their own private computer they must work privately away from other family members. Ensure the iPad or computer is completely logged out of Tapestry and the passwords are not saved anywhere which would allow anyone else access.
* All entries on Tapestry must be appropriate.
* All entries on Tapestry remain the property of nursery.
* At all times staff must comply with Safeguarding Child Protection policies.

Policy runs in conjunction with the following policies:

Use of mobile phones and cameras policy
Key person policy

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