

Safeguarding and Welfare Requirement: Assessment

Ongoing assessment is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles. In their interactions with children, practitioners should respond to their own day-to-day observations and those that parents and carers share.

4.6.1 Tapestry

Policy statement

We ensure that all children attending the setting have a person 'Learning Journal' which records photos, videos and observations, in line with the Early Years Foundation Stage (EYFS). The learning journal builds up a record of each child's developmental progress through the different age/stage bands of the EYFS as well as their achievements during their time with us.

Procedures

- Each child will be allocated with an Early Years Practitioner who will be responsible for the compilation of that child's Learning Journey.
- We use an online Learning Journey system called 'Tapestry'. It allows staff and parents to access the information from any computer, tablet or smartphone via a personal, password-protected login system.
- Staff access allows the input of new observations, photos and video footage or the amendment of existing observations etc, and to comment or add to the parent input.
- Parent access allows the input of new observations, photos and video footage and the addition of comments on existing observations, photos or video footage.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form (within the registration form) giving permission for their child's image to appear in their Learning Journey and within the setting.
- *Parents have the right to not allow the use of Tapestry.*
- The Learning Journey is started once the child starts preschool.
- New observational entries to a child's Learning Journey will usually be uploaded within one week of observation being made.
- *Parents must sign to say they accept the privacy of other children and will not duplicate the pictures to add to social media.*
- Tapestry is not used as a general communication tool between preschool and home. 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.
- Tapestry does not replace termly Parent meetings.
- Parents may still contact us through the usual channels for any other day-to-day matters regarding their child.

Security

- The Tapestry online 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 only see their own child's information and are unable to login to view other children's Learning Journeys
- Staff can only access and view their own Key Children; management are able to access and view all of the children held on the system.
- When a child transitions to school or another setting the Learning Journey will be printed and forwarded and then deleted from our system.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____