Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

1.7 Online learning journal

Links to EYFS key themes and commitments			
A Unique Child	**Positive Relationships**	**Enabling Environment**	**Learning and Development**
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Wellbeing	2.1 Respecting Each Other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.3 Creativity and Critical Thinking 4.4 Areas of Learning and Development

Policy statement

Therfield Village Pre-school completes a personal online Learning Journey for each child which records photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum. This is 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

At Therfield Village pre-school we use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected login.
Whilst the children have a key worker all staff are encouraged to capture observations for all children in the class. 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 or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material. Parents logging into the system are only able to see their own child's Learning Journey.

Observations input into the Tapestry system are moderated by a senior member of the team before being added to the child's Learning Journey. As part of our on-line safeguarding policy 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.

This is separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system parents have to sign an agreement not to download and share and information on any other on -line platforms or social networking sites, such as Facebook, Twitter.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as a way of sharing general information. Discussions regarding general progress and development are done face-to-face with parents/carers at pre-school.

Safe Use Agreement

- Staff will log out of Tapestry app / programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed Therfield Village Pre-school.
- Staff should not share any information or photographs relating to children with any person not employed by Therfield Village Pre-school.
- Staff will take all responsible steps to ensure the safe keeping of the portable devices, (Ipads) that they are provided for completing children's learning journeys on, and report any missing devices.
- If accessing Tapestry when not on Therfield Village Pre-school premises, or on personal devices including laptops, tablets or mobile phones staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Therfield Village Pre-school.
- At all times staff must comply with the Safeguarding policies of the pre-school and Online Safety policies.

Note – Should we find parents / carers using Tapestry inappropriately their access may be terminated.

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/
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This policy was adopted by:	THERFIELD VILLAGE PRE-SCHOOL
On:	24/5/19
Date to be reviewed:	24/5/2020
Signed on behalf of the provider:	Victoria Archer
Name of signatory:	VICTORIA ARCHER
Role of signatory (e.g. chair, director or owner)	Chairperson