Policy for

'Privacy, Procedures and Security Policy for Tapestry Learning Journeys'

Date of last review:	September 2021	Review Period:	2 years
Date of next review:	September 2022	Owner:	Abigail Taylor
Type of policy:	School	LAB or Trust Approved:	

Aims

Jewell Academy School ensures that all children attending Early Years have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, 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

• Jewell Academy 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. The Foundation Stage Teachers will be responsible for approving photos and assessments in each child's Learning Journey.

• 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.

• 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.

• Tapestry is not used as a general communication tool between School 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.

• Parents will contact the School through the usual requirements for any other day-to-day matters and not through Tapestry e.g. absence, lost property, etc.

Security

• The Tapestry on-line 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.

Tapestry