

## Kiddy Academy Tapestry Learning Journal Policy

At **kiddy Academy** we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

### **Safety**

As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the child's key person and the manager have access to the journal. Staff use tablets to take the photographs for observations that will be uploaded to the journal. Staff are not permitted to take the tablets home and they will remain on the premises at all times, unless specific permission has been granted by the manager. They are to be stored in the filing cabinet over the holidays as a security measure. We ensure all staff are DBS checked before they are able to log on, also every member of staff has signed an agreement specifying their responsibilities.

### **Sharing with children**

Staff will share the photos they take with the children as they are taken and will record any comments made by the child on the Tapestry site either under the photo or in with the observation. We will also encourage parents and carers to share the journals at home with their child. Within setting, we will continue to take photographs of events and activities with the camera, which we will then turn into a photo book for the children to look through in setting. This enables children to develop their sense of belonging and share experiences with their peers.

### **Parents without Internet**

For parents without Internet we will export the learning journal 3 times a year to a .pdf file and hand them to parents on a USB Stick. Parents will also have a chance to look at their children's learning journal during parent meetings and will have a chance to write comments.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19

