

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy and procedures to safeguard children



### **1.8 Online learning journals**

#### **Policy statement**

At Hendreds Preschool 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 Hendreds Preschool 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 for 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.
- Before using 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).
- Whilst Tapestry provides a fantastic tool for sharing information between the Pre-School and parents, is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- 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 and successfully signed up to the DBS update service.
- Staff have signed a 'Use of Technology by Pre-School Staff' agreement agrees to adhere to the terms in place. All Staff sign self-declaration forms twice a year during the

appraisal process declaring that neither themselves and anyone who lives with them don't have any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children.

- To maintain confidentiality, staff must log out of Tapestry when they are finished.
- Staff must not share usernames/passwords with anyone who is not employed by the Hendreds Pre-School.
- Staff should not share any information or photographs relating to children with any person not employed by The Hendreds Pre-School.
- 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.
- Only Staff who are acting as key workers to children are authorised to access Tapestry away from the setting. Written permission granted by Ofsted on 15<sup>th</sup> April 2016.
- Staff must have authorisation from the session leader (Manager or Deputy) to take an iPad out of the setting. They must fill in and sign the iPad sign out sheet, which is then signed by the manager or deputy.
- Staff who do not have key children are only allowed to record observations on the Tapestry during session times under the supervision of the session leader (manager or deputy).
- If accessing Tapestry from a private computer, not on Pre-School premises, staff must maintain confidentiality and professionalism.
- If Staff access Tapestry from home either from a Pre-School iPad or a private computer they must work in a private room away from other family members, completely log out of Tapestry when finished, and ensure that 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 Pre-School.
- At all times staff must comply with Safeguarding Child Protection policies.

This policy runs in conjunction with the following policies:

- Use of mobile phones and cameras policy
- Key person policy
- Social Media policy
- All Safeguarding policies

### **Useful Pre-school Learning Alliance publications**

- Managing Risk (2009)
- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- Website Development and Design (2009)

**For further advice**

Please contact Information Services:

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| <b>Policy approved and adopted by HENDREDS PRESCHOOL Board of Trustees on 01-01-2023</b> |                                |
| <b>Signed on behalf of the provider</b>  | <i>Megan Wood</i>              |
| <b>Name of signatory</b>   | Megan Wood                     |
| <b>Role of signatory</b>   | Chairperson                    |
| <b>Reviewed</b>  | 1 <sup>st</sup> January 2023   |
| <b>Review next due</b>   | 31 <sup>st</sup> December 2023 |