



4.2 Learning Journals

Policy statement

Clare's Little Bears ensures that all children attending the setting have a personal Learning Journal 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

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journal
- We use an online Learning Journal 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.
- 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.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journal.
- Parents logging into the system are only able to see their own child's Learning Journal.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.
- The Learning Journal starts as soon as a child begins at Clare's Little Bears. During the first term, entries may be made more frequently as staff get to know the children.
- Observations are written in the present tense.
- In all written observations, other children involved in an activity will not be referred to by name.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- All photographs taken of children are downloaded and stored onto a central computer. One member of staff per week will be responsible for uploading the week's photos to Tapestry, ready for a Key Person to annotate with observations. Where it is not possible to allocate time for this, photos will have to be uploaded in staff's own time.

- Tapestry is not used as a general communication tool between CLB and home. A child's learning journal 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 may contact us through the usual channels for any other day-to-day matters, 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 Journals

This policy was adopted by

Clare's Little Bears

On

1st October 2016

Date to be reviewed

1st September 2017

Signed on behalf of the provider

Name of signatory

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