



Wesley Methodist Church Hall  
Fromond Road, Weeke, Winchester. SO22 6EG  
Registered Charity, Registration No. 1033953

## Learning Journals

All attending children are provided with an online learning journal through Tapestry. Tapestry allows the recording of observations, photos and videos by the child's key worker and members of staff and also provides parents with the opportunity to comment and add their own observations to their child's learning journal.

Tapestry is a secure online system which requires a personal password protected login for access, provided following a child's start at the preschool. Families logging into Tapestry are only able to access their child(ren)'s learning journal, but permission is asked for to allow the children's photo to appear in other learning journals so that group observations can be shared.

Families are also asked to sign to agree that they will not download and share information from the learning journal on any other online platforms, including social networking sites.

All observations must be approved by a senior member of staff to ensure appropriate content.

Our use of Tapestry is designed to supplement our communications with families, enabling the more frequent sharing of key moments in a child's development. It is also a useful way for families to share key moments at home with staff. Should a more in depth discussion about a topic be needed, a face to face meeting can always be arranged at the preschool.

## Safe Use Agreement

- Staff should logout of the Tapestry app or website when they have finished in order to maintain confidentiality.
- Staff will not share their log in details with any person
- Staff should take all responsible steps to ensure the safekeeping of any portable devices used for recording to Tapestry and report any missing devices

This policy runs in conjunction with the following policies:

- Use of mobile phone and cameras policy
- Key person policy
- Safeguarding policy

This policy was adopted on:.....

Date to be reviewed: January 2024

Signed on behalf of the management committee:.....

Name of signatory:.....

Role of signatory: chairperson