

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

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



# **ACORN PLAYGROUP AND PRE-SCHOOL**

## **Safeguarding – Online Learning Journal Policy**

Acorn Playgroup and Pre-school ensures that all children attending our setting have a personal online Learning Journal.

The online learning journal programme (Tapestry) will be used to build a record of each child's achievements during their time with us. It will show their personal development and progress through the different areas of the Early Years Foundation Stages (EYFS). Tapestry records photographs and written observations, input by Acorn practitioners, and allocates them to an individual child's profile.

Parents may use Tapestry to add comments or contribute photos, videos or information about activities that may have occurred during their time away from Acorn. This gives you the opportunity to share with us special home events and activities.

### **Procedures**

Each child has a Key Person allocated to them, who has the overall responsibility for the compilation of their key-child's Tapestry journal. Other practitioners within the Acorn team also have the ability to add observations; photographs and comments.

Tapestry allows staff and parents to access the information from any computer via a personal email and password-protected log-in. Parent or guardian log-ins do not have the necessary permission to edit existing material and only allow access to their own child's learning journal.

Parents or guardians will be asked to sign a consent form which asks if :-

- They give permission for their child's image to appear in other children's learning journals.
- They will protect images of other children that may appear in any photos contained in their child's learning journal and not share these across any social media sites.
- They will keep their personal log-in details protected.

An online learning journal will be set up before a child has begun attending their first sessions with Acorn Playgroup and Pre-school. Entries will be made once your child attends their first settling in period.

In all written and photographed observations, all children present in the photograph will be referred to by their first name.

Tapestry will be used to update parents and carers on the different themes and activities the children take part in, including their progress through the 7 areas of learning. It is not used as a general communication tool between Acorn Playgroup and Pre-school and home, and you are always encouraged to discuss any concerns or queries relating to your child directly with us.

### **Security**

- The Tapestry online learning journal system is hosted on secure dedicated servers.
- Access to information stored on Tapestry can only be gained by unique email user ID and password.
- Parents or guardians can only see their own child's information and are unable to log-in to view other children's Learning Journals.

This policy was adopted by	Acorn Playgroup and Pre-school
On	September 2021
Date to be reviewed	September 2022
Signed on behalf of the provider	Acorn Playgroup and Pre-school
Name of signatory	Alison Whelan
Role of signatory (e.g. chair, director or owner)	Manager