Online Learning Journeys & Staff Observations Policy

At Seedlings our staff carry out individual planning and session planning for the children that attend the setting. In order to do this, we use an online learning journey software called Tapestry. Tapestry abide by a Privacy Policy that is in line with UK legislation regarding the storing and collecting of data. This can be found at https://tapestry.info/privacy.html/

At Seedlings we also ask staff and parents to abide by certain regulations to ensure that the children's data is safeguarded.

Parents
- All children's learning journeys are password protected. We advise parents to keep this log in information private and not to share unless they deem it necessary
- Parents are able to upload their own observations and photos to the learning journey software. We ask that all photos are appropriate, in particular we request that children always be clothed or in swimwear. Comments must also be appropriate and not involve foul and unpleasant language
- The parent observations must not be used as a platform to complain or make any derogatory comments about children or the pre school
- Parents should not share any photos that have other children in view, in particular this must not be posted on any social media platform even if it is a private group

Staff
- Staff must ensure that all observations and photos are appropriate, and children are clothed or in swimwear
- If staff are writing observations at home, they must only do so on a private device that is password protected and the device must not be left unattended without the password protection being activated
- All photos of children will be taken on the pre school cameras. These cameras will remain in the pre school but photos will be uploaded to a secure cloud storage location in order that they can be uploaded to Tapestry. The cloud storage location is secured to IL Level 3 which is in accordance with the security levels required for schools
- Staff will never download photos onto any of their devices, this is restricted by Tapestry
- If staff need to take planning work home, then they will ensure it is securely stored in a private location

Policy Reviewed: April 2017
Written by: Jennifer Bruton – Pre School Owner

Review Due: September 2017