On-line Tapestry Learning Journey Policy

Summertime nursery complies with the General Data Protection Regulation (GDPR). Any information held on the child and their families will be shared with them. Parents also have the right to access their own child's information.

Summertime nursery uses online learning journeys. All parents at the setting are given a permission form that they are required to sign and return before their child's details are added to the online learning journey. Parents will be given a hand out with information about how the online portfolio will be used and how they can access the secure site.

Each parent will be emailed a link to access their child's portfolio. Staff members will only be able to access their own key children and will not access the site in their own home or outside of work.

A hard copy of the portfolio will be maintained by the child's key person if the parents do not wish to access the portfolio online.

Parents can access the site and add observations, make comments and upload photos, they will also receive an email every time their child's portfolio has been updated by the key person.

Parents will only be able to access their own child's details and when a child leaves the setting, their portfolio will be printed off and with parental permission will be passed onto their new setting or school. The child's details will then be deleted from the secure site.

For computer security summertime will ensure that they install a firewall and virus checking system onto their computers and staff will not share passwords when accessing the site. Parents will be asked to provide a strong password using upper and lower case letters and numbers.

If a child attends an additional setting Summertime can share your child's portfolio with the nursery if parental permission is given. Summertime can also transfer your child's portfolio to the receiving school or new setting when they leave Summertime providing, they have consent from the child's parents /carers.

Tapestry Privacy Policy

The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working in early years education.

Cathy White
Manager
January 2019