



Online Use Policy

Aims

Saplings preschool ensures that all children attending the preschool have a personal learning journey which records photos, observations and comments in line with the early years foundation stage curriculum. This builds up a record of each individual child's achievement and developmental progress throughout their time with us.

Tapestry

At Saplings preschool we use the secure online system 'Tapestry' which allows staff and parents to access the information via a personal password protected login.

Staff access allows input of new observations and photographs. Parent access does not allow the editing of already published observations.

Observations being added to tapestry are moderated by a senior member of staff before being submitted to the learning journey. Parents logging into tapestry are only able to see their child's learning journey.

Class dojo

Class dojo is used as an information sharing platform, sharing photos and videos captured during the session. Information and individual messages can also be shared on this app. Class dojo is compliant with GDPR and only parents with children currently at Saplings can access the app.

Parental agreement

Parents are asked to sign a consent form giving permission for their child's photographs and images to be uploaded to online platforms. Parents are asked to sign an agreement that they do not download and share images or information on social media platforms such as Facebook or twitter.

Staff agreement

Staff are asked to log out after each session to maintain confidentiality. Staff are not to share passwords or log in details. All staff are to take responsibility to ensure the safe keeping of any portable device e.g. laptop or iPad. Staff are to ensure all entries on Tapestry or Class dojo are appropriate and relevant.

Staff will respond to messages / comments on class dojo between the hours of 8.30am and 12.30pm. Outside of these times staff may not reply.

All staff must comply with safeguarding procedures.

Note: if parents/ carers are using these platforms inappropriately, Saplings Preschool have the right to terminate the parents access.