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## Tapestry Policy

At Lavenham Pre-school we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

## Procedures

- Observations input into the Tapestry system are validated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child has started Pre-school. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to as 'child 1', 'child 2', etc – and not by name, unless we have a written or verbal consent from the parents.
- Lavenham Pre-school allocates one hour "Tapestry time" per week to each member of staff to enable them to upload observations.
- Tapestry is not used as a general communication tool between Pre-school and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents must contact the Pre-school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

## Parents

- Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photo's, and add comments to existing observations. They do not have the necessary permission to edit existing content.

- Parents **must not** download any pictures from their child's Tapestry account and share them on social media.

### **Parents Without Internet**

For parents without access to the internet, we can print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home. Parents are also able to access their child's Tapestry Learning Journey using a Pre-school laptop within the setting, alongside the manager or the child's key person.

### **Safeguarding**

Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard at our setting. Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop is provided for this. This will remain in a secure cupboard. Staff are not permitted to download any photographs of the children onto their own devices. If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school manager and new login details will be created. The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by our setting; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by the manager or a member of staff.

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked and subscription registered. This subscription is checked yearly
- All staff are given their own login and fictitious passwords to avoid them being guessed
- All staff sign our code of conduct when they start with us and are asked to yearly reconfirm on our supervision form their acceptance of our Tapestry usage:
  - I understand and agree that my tapestry login and email address is strictly only for my use
  - The login and content cannot be shared with anyone outside of the setting
  - The content cannot be downloaded or discussed outside of the setting
  - Any content printed for internal use from the system must be shredded when finished with
  - I understand my password must not be saved on any device
  - I understand I must ensure I have logged out properly after each session
  - I understand I must take care not to install software on my computer / device that may compromise security
- All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

### **Data Collection and Storage**

- You can view Tapestry's Data Protection and Privacy Policy on: <https://tapestry.info/privacy.html/> and please find attached to this policy the 'Tapestry Privacy, Security and Back-up Policy'.

- Children’s profiles are copied onto a USB stick for parents when they leave us and deleted from Tapestry.
- Children who are transitioning to another setting or school who use Tapestry, will have their accounts moved to that settings account.
- Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_