Tapestry Policy

How we use the system

Our online journal is used in two ways. To keep parents posted about what happens during our sessions through group activities and as a record of each child’s learning. It is a tool which enables both our Preschool and parents to post observations and build a joint record of a child’s early learning journey.

Group activities - keeping parents posted about what is happening in our sessions

It is not possible to take a photo of every child doing every activity, so on group activities we

include one or two photos to give parents an example. Parents give permission to this on our

Registration Form.

Children will only be included in the observation (i.e. it will appear on their journal) if they took

part in the activity or we feel the post is relevant to them. They may not always appear in the

group activity photo. The assessment underneath the observation is specific to each child, as this

feeds into the tracking of their development. When we add group observations, we split the

observation and the assessment of each child is changed where necessary. The assessment

parents see on these observations are relevant to their child.

We don’t mention individual children in the notes section of group activities. If a child is

specifically mentioned, their parent/carer are the only one to see this version of the post.

Some activity posts don’t carry any assessment because it’s just information we want to share.

Parents will not be able to add comments to group posts – only individual posts specific to their

child.

Individual observations

A child’s key person and the rest of the team add individual observations about a child as a way

of tracking their development, planning next learning steps and ensuring they make significant

progress on their learning journey. We aim to add a mixture of these and group observations

weekly.

Planning

Reports tracking children’s areas of learning and age bands are used to direct session planning,

and children’s next steps.

Secure profile

* Each child has their own profile on the system.
* Each parent is given a secure login for their child’s profile.
* The activation process is started by Preschool, the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
* Each parent can only see the profile of their own children and / or other children they care for (where permission has been given by the parent).

Sharing of Information

* We work in partnership with other settings, childminders and Au pairs to support the development and ensure wellbeing is maintained for shared children, through the transition between us. Summary Reports, Snapshot
* Reports and Next steps are shared with these partners. Parents give permission for us to share this information on our Registration Form.

Photos

Our journal often shows group shots of children. Parents give us permission on their child’s registration form to allow these photos and acknowledge that their child may appear on another child’s journal as part of a group photo. Parents can change their mind at any time if they no longer give permission for this.

Photos are only taken on our IPads as per our Photo Policy – as part of our Safeguarding Policies.

Photos taken on a IPad are deleted once used on the Tapestry account and copied onto the Preschool Laptop if helpful for training and a diary of events (These have permission from parents/carers and their permission expires after 5 years and photographs and videos deleted)

Photos/videos are uploaded to Tapestry and then deleted from Ipads . The photos are deleted off the Preschool laptop once children leave the setting. Only photos used for promotional purposes are kept until they are no longer needed (with permission from parents concerned and 5 year permission expire).

Frequency of posts

During the sessions the staff are focused on the children, any Tapestry has to be completed outside the sessions or in Supernumerary time unless essential (care diary). Online observations are added in staff’s admin time and may be added in an irregular frequency.

Updating off-site

These journals are updated by staff often off-site, through their secure login and in agreement with this Tapestry Policy.

Parents can object to this off-site updates at any time by notifying the Manager.

A full risk assessment was completed before this process was put in place, which is regularly reviewed and re-evaluated against each new employee or new internal tapestry user.

Staff sign a contract with regards ‘security of their IPads’ in and out of the setting.

Staff sign the IPad IN when it is left at the preschool.

Email notifications

When parents first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child’s journal.

To do this they can click on their name at the top right hand side of the screen and then Edit Preferences from the drop down menu.

Safeguarding

* 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. A declaration is signed by all staff every year.
* 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 Preschool
* The tapestry login and Preschool email address is strictly only for the use of staff members.
* The login and content will not be shared with anyone outside of Preschool.
* The content cannot be downloaded or discussed outside of Preschool
* Any content printed for internal use from the system will not be shared with anyone else.
* Staff will ensure they have logged out properly after each session
* Care will be taken not to install software on the computer / IPad 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

Tapestry’s Data Protection and Privacy Policy can be viewed on: https://tapestry.info/privacy.html/ Children’s profiles are either copied onto a cd for parents or printed when they leave and deleted from Tapestry.

Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.