



# Brenchley Preschool

## Tapestry Policy

### Use of Pre-School Technology Devices by Staff Policy

#### Statement of intent

At Brenchley Preschool we use **Tapestry**, a secure online learning journal, to record and share children's learning and development in line with the **Early Years Foundation Stage (EYFS 2025)**. Tapestry enables parents/carers and practitioners to work together to support children's progress.

Brenchley Preschool Limited aims to ensure that all staff act responsibly when using devices supplied by the preschool to access online learning journeys and the internet

#### Aims

- To record children's learning, achievements, and developmental milestones.
- To strengthen partnerships with parents/carers by sharing observations.
- To ensure all data is managed securely in line with **GDPR** and safeguarding requirements.
- To celebrate children's progress and provide a record that families can keep.

#### Brenchley Preschool will:-

- Supply devices that can be used by staff to access online Learning Journeys
- Ensure that devices are stored securely when the setting closed
- Ensure that staff can only log into their key children's learning journey away from the setting
- Regularly check the history of devices
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#### Content of Learning Journals

- Observations, photos, videos, and assessments are uploaded by staff.
- Entries are linked to EYFS areas of learning and development.
- Parents/carers are encouraged to add their own observations, photos, and comments.
- Staff monitor all parent uploads before publishing to ensure suitability.

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#### Safeguarding and Confidentiality

- Staff will only upload images/videos of children with parental consent.
- Group photos may be used, but journals are only visible to parents of the children featured.

#### Staff will

- Only use devices supplied by the preschool for their intended use and in line with their role as an employee of Brenchley Preschool.
- Not download any images to personal computers/tablets/mobile phones
- Not use devices for personal use
- Not allow family members to use devices
- Not share any information stored with anyone other than the Manager and the staff
- Ensure that log in details remain confidential to themselves and the Manager only.
- Ensure that they are logged out when not in use
- Delete images stored on the device as soon as they have been added to Learning Journey

- Be able to use each other's devices in the setting and have regard for the Whistleblowing policy if they have reason to believe misuse has occurred.
- Immediately report the loss or damage of any device

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#### **Parent Responsibilities**

- Parents give written consent for their child's profile to be created before an account is set up.
- Parents should use the journal positively to engage with their child's learning.
- Parents must not share photos or videos of other children (e.g., from group activities) on social media.
- Parents should raise any concerns directly with the setting, not via the Tapestry platform.

#### **Data Protection and GDPR**

- Tapestry is GDPR compliant and hosted on secure UK/EU servers.
- Data is encrypted and access is password-protected.
- Learning journals remain the property of [Setting Name].
- Journals will be exported and given to parents when a child leaves the setting.
- Journals will be deleted from Tapestry after a child leaves, in line with GDPR retention periods.

This policy cross references to the following policies : Safeguarding, Confidentiality and Record Keeping, Mobile, Smart Technology and Social Media Policy

*This Policy was reviewed at a Management Meeting held on 1<sup>st</sup> September 2025*



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Mrs Victoria Relle – Chairman of Brenchley Preschool