Tapestry Information

**How we use Tapestry**

Our online journal is used:

* As a record of each child’s learning
* As a communication tool to keep parents posted about what happens during our sessions. Both nursery practitioners and parents are able to work together and collect information in the form of observations building a joint record of a child’s learning journey.

**Observations**

It is not just a child’s key worker who will add observations but the rest of the nursery team. The key worker is responsible for compiling the tapestry account. Each journal will contain detailed observations of a child's self-initiated activity in a particular context, group activities in which they have held a role, photos and special moments as well as pieces of artwork.

**Frequency of posts**

We aim to add at minimum of one observation per month for those children attending once a week and more frequently for a child who attends multiple sessions.

**Changes to practice**

Following guidance from the EYFS we aim to make positive changes to the way in which we observe and record children’s learning. Reducing the frequency but improving the quality of our individual observations our emphasis will be on language between children themselves and conversations with a practitioner. This new approach can be used as a tool to embed our peer to peer observations. Observing each other and our interactions with the children will allow for more reflections on practice and create a culture that embraces change.

**Monitoring**

We use Tapestry flags as a way of identifying learning areas of development and for monitoring progress. Most observations will carry a flag however occasionally a post will carry no links as it is just information we want to share.

We use development matters references pages to track our cohorts and to identify children who are not making expected progress. Concerns can be raised and consequently target plans can then be put in place to support individual children.

**Consent**

The information contained in each journal relates to an index dual identifiable child, therefore it is to be treated as personal data. This means that such information should be stored securely when not in use. The aim is to avoid unauthorised access to potentially sensitive data.

Consent must be obtained from parents and carers for their child to be photographed among a group of children and consideration should be given to including that image in a learning file belonging to another child. It is anticipated that this will be a regular activity as group photos are to be encouraged. Blanket consent will be requested from parents and carers for groups images to be included in the learning journals of other children along with their first name. A parent may change their mind at any time. If consent is not granted the relevant images must not be shared across the leaning journals of other children.

Individual files are provided for the benefit of the individual child and their family. Once a learning file is in their possession It is therefore the responsibility of those family members for choosing what to do with any personal data contained within the file. Parent are made aware and reminded that they are not permitted to publicise their child or any other child by sharing or distributing journal images on social networking sites.

All photographs are taken using nursery devices ie cameras and iPads.

**Sharing information**

We work in partnership with other settings sharing information about children who attend a second setting. Observations, summary reports, snapshots and next steps are examples of information that might be shared. Permission from parents is granted on our rregistration form.

**Updating off-site**

Nursery Practitioners are able to access these journals off-site, through their own secure login and in agreement with this Tapestry Policy. All new parents are asked for permission for this to occur upon registration. A list of parents/ children and their specific permissions can be found in the registration file. While they can update observations off site and access the journals of individual children, staff are not permitted to download any images of the children onto their own devices.

**Safe Use Agreement**

* Staff should not share log in or password details with any person.
* Staff should not share any information or photographs relating to children with any person not employed by Notting Hill Day Nursery
* Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
* If accessing Tapestry with a private computer, not on the nursery premises staff must maintain confidentiality and professionalism.
* All entries on Tapestry must be appropriate.
* All entries on Tapestry remain the property of Notting Hill Day Nursery
* At all times staff must comply with safeguarding policy and ITC policies.

**Parents**

* Parents logging into the system are only able to see their child(ren)’s learning journal.
* Parent access allows them to comment (or ‘reply’) to observations that staff have inputted as well adding their own observations and photos/videos.

**Safeguarding**

All staff with access to Tapestry are recruited in line with our recruitment policy and are DBS checked

All staff sign a declaration with regard to Tapestry usage annually (on appraisal form)

* I understand and agree that my tapestry login and email address is for my use only.
* The login and content cannot be shared with anyone outside of nursery
* I understand my password must not be saved on any device
* I understand I must ‘log out’ 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/
* Children’s profiles are copied onto a cd for parents when they leave us and deleted from Tapestry within 6 months.
* Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

Reviewed October 2022

Reviewed October 2024