Tapestry Policy

Statement of Intent

At the United Reformed Church Pre-School, we use an online system called Tapestry to record and store all our observations and assessments relating to each child. This is a safe, secure system and one that enables parents/carers to access their child's learning journal at any time they wish. They can share it with their child, family and friends at home. Parents/carers can also post any comments or photographs of their own; this then helps to create a fully holistic view of the child and parental partnership.

Safety and Security

All staff use a Kindle Fire to take photographs or videos when observing, these are then uploaded to the journal. Each member of staff has a secure login which is password and pin protected. Staff can take their kindles home to update journals, but they must inform the manager beforehand and return the kindle to the setting the next day. The Manager may only take home the staff's kindles for specific reasons when necessary. The staff will be allocated time at work to update their journals and access their key children's next steps. If a member of staff suspects that their login details have been compromised in any way, they must inform the pre-school Manager and a new log in will be created.

The Tapestry, an on-line Learning Journal system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by the URC Pre-school; we are registered with the Information Commissioner's Office and are bound by the Data Protection Act / GDPR. Photographs stored on the tablets are deleted on a regular basis by each member of staff.

Parents

Parents logging in to the system can only access their own child's Learning Journal. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit any existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals and to protect images of other children that may appear in any photos contained in their child's Learning Journal. If parents withhold this consent their child will only ever be photographed alone, and no shared observations will be made including that child.

Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journal. This will be in the setting for parents to view at all times and will be available to take home.

<u>When children leave</u>

When children move to another setting, we will transfer the Tapestry account to the new setting, if they use Tapestry. If they do not, we will then email a PDF to the setting or school. When a child leaves our setting to start nursery or school, we will download the Learning Journal on to a memory stick, so they have a lasting record of their child's time with us at pre-school. The child's information and their Learning Journal will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

Last Reviewed: September 24