

**TAPESTRY POLICY**

At Pegasus Childcare Centre 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. Families can upload photographs and comment on staff’s observation of their child, helping create a full holistic view of the child and strengthen the partnership between staff and families.

**Safety -** As part of our commitment to safeguarding our children, all Tapestry accounts are password protected so that parents and carers can only access the account of their child. Other than family, only the child’s key person, the manager and the Tapestry admin have access to the journal.

Staff use tablets to take photographs for observations but these will not be stored on the device. Photos will be deleted as soon as they are uploaded to Tapestry.

Staff are not permitted to take tablets home and they will remain on the premises at all times, unless specific permission has been granted by the manager.

The tablets are to be stored in a locked cupboard at the end of each day and over the holidays as a security measure. Staff are only permitted to use the Tapestry site at Pegasus Childcare Centre.

Tapestry is used in line with our Privacy Notice. Please refer to the Privacy Notice for more details. Other policies and Procedures that support this Tapestry policy are ICT, Confidentiality, EYFS, Safeguarding children, social media and social networking.

All parents / carers reserve the right to cancel their child’s account at any time. In these cases, Pegasus Childcare Centre will arrange an alternative learning journal.

Pegasus Childcare Centre holds the right to deactivate accounts where photographs and or observations are being screenshotted and/ or shared on any other social media platform.

**Sharing with children -** Staff will share the photos they take of the children as the photos are taken and will record any comments made by the child on the Tapestry either under the photo or in an observation. We will also encourage parents and carers to share the journals at home with their child.

**Parents without internet-** For parents without access to the internet, we will print all the information from Tapestry and put it into a scrapbook. This will be in the setting for the parent/carer to view at all times and will be sent home three times a year.

For parents/carers without a device to enable them to log onto their child’s profile, appointments will be made at a convenient time to log on at Pegasus Childcare Centre with a staff member and any uploading from parents/carers can be done here.

**When a child leaves -** When the children leave the setting permanently, we will convert the learning journey to PDF, so they have a lasting record of their child’s time at Pegasus Childcare Centre.

**This policy was reviewed and adopted on** **This policy was reviewed and adopted on** 1st July 2024

 **Signed (Manager)**

**Signed (Chair)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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 **Signed (Manager)**

**Signed (Chair)**

The Policy will be reviewed every three years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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