



Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS  
01992 899028

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## Tapestry Policy

### Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### Policy statement

We provide all children attending an 'online learning journal' through the Tapestry platform which record observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their child's own journal. This helps to provide a strong parent partnership between the Pre-School and home as the children learn and develop.

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

### Procedures

- We use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's children.
- 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 as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the nursery and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

### Safe Use Agreement:

- Staff should log out of the Tapestry app or programme when they are finished in order to maintain confidentiality.
- Staff should not share login or password details with any other person.
- Staff should not share any information or photographs relating to children with any person not employed by Nazeing Pre-School.
- Only the Management team are able to take devices off site with permission. They 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.
- Staff must not access Tapestry with a private computer, or not on Pre-School premises.
- All staff must sign a User Agreement in the procedures to using Tapestry (form attached).
- All electronic devices that are used in the rooms are to be returned to the locked cupboard and are monitored regularly by management.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Nazeing Pre-School.
- At all times staff must comply with our Safeguarding and Child Protection Policies, Key Person Policy and E-safety Policy and Procedures

### Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

### Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This policy was adopted by	NAZEING PRE-SCHOOL	<i>(name of provider)</i>
On	<u>March 2023</u>	<i>(date)</i>
Date to be reviewed	<u>September 2023</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Nicky Mainwaring</u>	
Job role	<u>Nazeing Pre-School Manager</u>	



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## **STAFF AGREEMENT**

All staff using the system will adhere to a Staff Agreement where they shall:

- Only use devices supplied by the setting for their intended use and in line with their role as an employee of Nazeing Pre-School.
- Devices are not to be taken off site, unless you are part of the management team or have prior permission from the Manager.
- Not to download any images or information / apps to personal computers/ tablets and mobile phones.
- Not to share the information stored with anyone other than Pre-School employees.
- Ensure that their login details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photo's stored on the device as soon as they have been added to the online Learning Journal.
- Adhering to Safeguarding and Child Protection Policy, E-Safety and Tapestry Policy.

All members of the organisation that have access to Tapestry will sign an agreement.

Failure to adhere to the Code of Conduct will result in disciplinary action.

Signature of Staff Member in agreement to the statements above.

Print Name: .....

Sign Name: .....

Date: .....