

## **30. Tapestry Policy**

### **Statement of intent**

It is our intention to record the experiences and developmental progress of every child that attends Welford Pre-school. We will ensure this is carried out using a safe and secure process.

### **Aim**

Welford Pre-school ensures that all the children that attend the setting have a personal Learning Journey in which we record photographs, observations, comments, and the children's creations. These follow the 7 areas of the Early Years Foundation Stage (EYFS). This allows us to build up a record of each child's achievements during their time with us, and will document their developmental progress. Parents can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen our parent partnership.

### **Procedures**

- Each child will have a Key Person allocated to them. This person will be responsible for compiling the child's Learning Journey.
- Welford Pre-school uses an online Learning Journey system (Tapestry), that allows staff and parents to access their child's account from any computer/device via a personal, password-protected login.
- The staff access allows input of new observation and photos as well as amending existing observations and photos.
- The parent access allows input of new observations and photos, or the addition of comments on existing observations and photos. Parent logins do not have the necessary permission to edit existing material.
- Observations in the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos on their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone, and no shared observations are made that include that child. Parents who sign this agreement will not use the photos of others' children for personal use, so must not use them on any social media sites or any other public use.
- We will aim to add new observations to the Learning Journey within 2 weeks of the observation being made.
- In all written observations, other children will be referred to by their first name only.
- Tapestry will only be used to document the child's Learning and development, and parents can add comments, or contribute photos, videos, or information about activities they have been doing at home.
- Parents and staff will communicate via the usual methods (text/whatsapp/phone call/email/verbal), for any other day-to-day matters.



## Security and Safeguarding

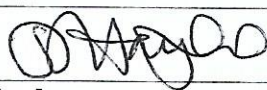
- Access to information stored on Tapestry can only be gained by a unique user ID and password.
- Parents can only see their own child's information and are unable to login to view other accounts.
- Staff use tablets or the setting's mobile phone to take photographs for observations which are then uploaded to Tapestry.
- Each staff member has a secure login which is password and pin protected
- The tablets and mobile phone are kept in a locked filing cabinet in the Preschool office and may not be taken home by staff members under any circumstances.
- Where there is insufficient time for written observations to be completed at the setting, then staff will be expected to complete this task at home as part of their job description, and staff are permitted to remotely access Tapestry using their own device. Their access is logged and tracked by Tapestry's security systems.
- Staff are not permitted to download any photographs of the children onto their own devices
- If any member of staff suspects that their login details have been compromised in any way, they must inform the Preschool Manager and a new login will be created
- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. We are registered controllers of data with the Information Commissioner's Office and are bound by The General Data Protection Regulations 2018
- Photographs of children which are stored on the pre-school tablets and mobile telephone are deleted on a regular basis by a member of the management team

## Parents without internet access

- For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey.
- This will always be securely kept in the setting for the parent to view and will be available to take home

## When children leave

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

Date reviewed	<b>21/03/2024</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>21/03/2024</b>
Signed on behalf of the Committee	
Role of signatory	<b>Chair</b>