



Registered Charity No 1035670

Tapestry Policy

Beckley Preschool 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. They 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 the parent partnership.

Safety and Security

Staff use tablets to take photographs for observations which are to be uploaded to the journals. The tablets are kept in a secure cupboard at the settings and may only be taken home by staff members for specific reasons and at the express consent of the management. Each staff member has a secure login which is password and pin protected.

Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop or their own device is provided for this. Staff should have minimal need to work on journals at home but if they wish to do this they may access the Tapestry site using their own device or their work device. Staff are not permitted to download any photographs of children onto their own home devices. If staff do work on Tapestry at home they should be aware of other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working and keep their work device locked away safely at home or in a safe place.

If any member of staff suspects that their login details have been compromised in any way, they must inform their Manager and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Beckley Preschool; we are registered controllers of data and are bound by the Data Protection Act.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photographs and add comments to existing observations. They do not have the necessary permission to edit existing content. 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 contained in their child's learning journey. Parents who sign this agreement also then agree that they will not use the photos of their children which also may contain other children for anything other than personal use, so must not go on any social networking sites or any other type of public use.

If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

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Email : info@beckleypreschool.co.uk

Website : www.beckleypreschool.co.uk

Procedures

The Learning Journey is started once the child has started Preschool. Each child has their own profile on the system. Each parent is given a secure login for their child's profile. The activation process is started by Beckley Preschool, the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.

During the first term, entries will be made more frequently as staff get to know the children. New observational entries will be usually uploaded within 2 weeks of the observation being made. In all written observations, other children are referred to by first name only/ or friend/ peer.

Tapestry is not used as a general communication tool between the setting and home.

Safeguarding

All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding Policy)

- all staff are DBS checked and subscription registered.
- all staff make their own login and passwords to avoid them being guessed
- all staff sign our code of conduct ensuring their acceptance of our rules for Tapestry usage

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 Journey. This will be in the setting for the parent to view at all times and will be available to take home.

When Children Leave

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not we will email a PDF to the setting. When the child leaves to go onto school, we make a CD copy of the child's Learning Journey for the parents so that they will have a lasting record of their child's time in the setting.

Signed on behalf of the management committee:

Role of signatory:

Date: