

# **Tapestry Policy and Procedure**

## **Statement of Intent**

Little Sunbeams ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the EYFS.

## **Procedure**

1. Little Sunbeams uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any device via a personal, password protected login.
2. Each child is allocated a key person 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.
3. Staff access allows input of new observations and photos or amendment of existing observations and photos.
4. In all written observations, other children are referred to by first name only.
5. Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.
6. Parents logging into the system are only able to see their own child's Learning Journal.
7. 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.
8. Parents who sign this agreement also then agree that they will not use the photos of their children which may also contain other children for anything other than personal use; so must not repost on any social networking sites or any other type of public use.
9. Tapestry is not usually used as a general communication tool between pre-school and home except in extenuating circumstances such as the Covid pandemic. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
10. Parents must contact the pre-school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

## Security

1. The Tapestry on-line Learning journal system is hosted on secure dedicated servers based in the UK.
2. Access to information stored on Tapestry can only be gained by unique user ID and password.
3. Parents can only see their own child's information and are unable to login to view other children's Learning Journals.
4. Staff use tablets to take the photographs for observations which are be uploaded to the journals.
5. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure filing cabinet at pre-school and may only be taken home by a member of the management team, for the sole purpose of uploading photographs and/or videos, in the event of continuous poor internet coverage within the setting. (see Procedure and Risk Assessment for Transporting Electronically Recorded Information)

## Safe Use Agreement

1. Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
2. Staff should not share log in or password details with any person not employed by Little Sunbeams. Staff should not share any information or photographs relating to children with any person not employed by Little Sunbeams.
3. Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablets that they are using and report any missing devices.
4. Staff can only access Tapestry off the premises in extenuating circumstances and with the prior permission of a manager. However all staff accessing Tapestry, both on or off the pre-school premises, must maintain confidentiality and professionalism, and adhere to the procedure for transporting electronically recorded information (see **Procedure and Risk Assessment for Transporting Electronically Recorded Information**)
5. All entries on Tapestry must be appropriate.
6. At all times staff must comply with all our policies relating to child protection, confidentiality and the use and storage of electronic data.
7. Staff are responsible for ensuring they familiarise themselves with the risk assessment in place with regard to the use of portable devices and must adhere to the Tablet and Hudl Rules displayed in setting.

Version	Changes made	Author	Date
1.0 Baseline version		Marie U	31 Aug 2016
1.1	Change of wording from 'staff' to 'management' in Security 5) and Safe Use Agreement 4) to clarify that only a member of the management team has access to Tapestry, outside of the setting, where necessary	Lyn D	30th Nov 2016
1.2	Change of wording in Safe Use Agreement 4) to include reference to our Procedure and Risk Assessment for Transporting Electronically Recorded Information Additional statement added – Safe Use Agreement 7)	Lyn D	1st June 2017
1.3	Safe Use Agreement 4) change of wording from 'Management' to 'Staff' to temporarily allow access to Tapestry from home throughout closure period due to coronavirus pandemic.	Lyn D	21st March 2020
1.3	Reviewed, no changes made	Lyn D	4th May 2020
1.4	Procedure 9) change of wording to reflect Covid pandemic Safe Use Agreement 4) change of wording to prevent staff from accessing Tapestry at home (see 1.3 above dated 21/03/20)	Lyn D	10th Nov 2020
1.5	Remove age bands statement Procedure 1	Amanda	29 <sup>th</sup> March 2022