

# **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 Tapestry, an online Learning Journal software programme. Tapestry works as a 'cloud' storing information electronically which staff can update instantly and parents can access directly using a PC or smart phone
2. The electronic data is stored securely within Hampshire and the software can only be purchased by registered Early Years providers who have a subscription to the Early Years Foundation Stage Forum.
3. Parents unique email address and password allows them to view their child's learning, photographs/videos and allows them to add comments and respond to what staff members have said about their child's achievements.
4. 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.
5. Staff access allows input of new observations and photos or amendment of existing observations and photos.
6. 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.
7. Parents logging into the system are only able to see their own child's Learning Journal. However a child may appear in photographs/videos placed on another child's learning journal if their parents have given consent for them to do so.
8. In all written observations, other children are referred to by first name only.
9. Parents **MUST NOT** repost any photographs/videos containing children other than their own, on any social media sites or use for any other type of public use.
10. Tapestry is not usually used as a general communication tool between pre-school and home except in extenuating circumstances determined by the setting manager.
11. 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 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 policies and procedures 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<br>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<br>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<br>Procedure 1                                                                                                                                                                       | Amanda  | 29 <sup>th</sup> March 2022 |
| 1.6                  | Reworded to incorporate wording previously found in our registration form                                                                                                                                       | Lyn     | 9 <sup>th</sup> June 2023   |

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| 1.6 | Reviewed, no changes made | Lyn | 27 <sup>th</sup> Aug<br>2026 |
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