



## 1.8 Tapestry Policy

### Aims

St. Cuthbert's Pre-School Play Group ensures that all children attending have a personal learning journal which records photos and videos, observations and comments, in line with the Statutory Early Years Foundation Stage curriculum. This is to build up a record of each child's achievements during their time with us and it will also show children's developmental progress through the different age bands of the EYFS.

### Procedures

At St. Cuthbert's Pre-School Play Group we use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected login. Whilst the children have a key worker, all staff are encouraged to capture observations for all children in the setting.

Staff access allows input of new observations and photos or amendment of existing observations and photos. Parents 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.

Observations input into the Tapestry system are usually moderated by the child's Key Person before being added to the child's Learning Journal. Parents' access allows them to comment (or reply) to observations that staff have input, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journal.

As part of our on-line safeguarding policy, 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. This is separate from our photography and use of images consent form, as the information is not accessible without a personal login. Before accessing the system, parents have to agree not to download and share information on any other on-line platforms or social networking sites, such as Facebook, Twitter, etc.



Tapestry provides a fantastic tool for capturing and sharing information between parents and the setting.

### Safe Use Agreement

- Staff should log out of Tapestry app/ programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone NOT employed by St. Cuthbert's Pre-School Play Group.
- Staff should not share any information or photographs relating to children with anyone NOT employed by St. Cuthbert's Pre-School Play Group.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices. e.g Kindle, Play Group lap top that they are using and report any missing devices immediately.
- If accessing Tapestry on a private computer, or not on St. Cuthbert's Pre-School Play Group premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of St. Cuthbert's Pre-School Play Group.
- At all times staff must comply with the Child Protection / Safeguarding policies of the setting.

Note – Should we find parents/carers using Tapestry inappropriately, their access may be terminated.

You can view Tapestry Data Protection and Privacy Policy on

<https://tapestry.info/policy.html/>

This policy was adopted by	St. Cuthbert's Pre-School Play Group
On	31 <sup>st</sup> May 2018
Date to be reviewed	31 <sup>st</sup> May 2020



Signed on behalf of the provider	
Name of signatory	Mrs Rachel Sidwell - Mrs Selina Edwards
Role of signatory (e.g. chair, director or owner)	Manager - Chair