

Tapestry Policy

AIM

Bushy Leaze 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. We use a software programme called Tapestry.

Key Points

- Each child will have an Early Years Practitioner (key person) allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Bushy Leaze uses an online Learning Journey system - Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff are responsible for ensuring the use of Tapestry adheres to the following policies:
Data Protection, Safeguarding, Information Sharing and Confidentiality, Internet and Acceptable use of ICT and are available on request.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- 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. It is the Parents' responsibility for keeping log-ins and passwords safe.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own 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 contained in their child's Learning Journey.
- The Learning Journey is started once the child has started Nursery.
- We will try wherever possible to allocate "Tapestry time" to each member of staff to enable them to upload observations.
- Tapestry is not used as a general communication tool between Nursery and home. 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.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.



Security

- The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

(further information on security from Tapestry Security Policy is available on request from the admin team).

Signed:

Date:

Next Revision: Spring Term 2018