

10.4 Tapestry policy

Policy statement

At Court Fields Pre-School CIO we use an online system called Tapestry to record and store 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.

Procedures

Safety and security

Staff use the settings iPads to take photographs for observations which are uploaded through the tapestry app to children's individual journals. Each staff member has a secure login which is password and pin protected. The iPads are stored overnight in a locked filing cabinet in pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.

Staff will be allocated time to update journals and assess their key children's next steps. Staff have access to Tapestry administration at home which is secure through password access, they should be aware of any people around them and make sure they are not overlooked. They must logout as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school 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 Court Fields Preschool CIO, we are registered controllers of data with the Information Commissioner's Office 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 and the settings information account, Court Fields Preschool. We advise them to keep the login details secure. Parents may input new observations and photos 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 use of the application to observe and record their child's learning journey in setting. This includes photos and group photos, where a parents withhold permission for photos to be taken we

respect this and only make written observations. Parents must agree not to publish any of the child's observations taken from their learning journal on any social media site.

Parents without internet

For parents without access to the internet, we can share in setting using our iPads and all children also have a paper formatted records. This paper copy will be in the setting for the parent to view at all times.

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 a child leaves the setting to start school we can email the parents a PDF copy of their child's information, and their learning Journey will be permanently deleted from our Tapestry account so that no data on that child will remain with us once they have left. Parents are also able to pay for a printed journal, at cost.

Legal framework

Further guidance

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	