

## **Tapestry Policy**

### **Tapestry Policy Statement**

We, like many other settings, use an online system called Tapestry to record and store all 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.

### **Safety and security**

- Staff use work laptop, tablets and the work phone to take the photographs for observations which are be uploaded to the journals.
- Each staff member has a secure login which is password and pin protected. The tablets and work phone are kept in a secure cupboard at pre-school and can be only taken home by Directors or managers.
- Staff will be allocated time at work to update journals and assess their key children's next steps. Staff are not allowed to access Tapestry away from the work place, only the managers and Directors may do so.
- Staff are not permitted to download any photographs, images or video of the children onto their own devices.
- Staff are not permitted to use or send any image except for Tapestry use.
- Staff will only take appropriate photo, images or video linked to children's learning/ characteristics of learning.
- Staff 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 managers 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 Noah's Ark Pre-School (Southampton) Ltd; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.
- All photographs stored on all the devises used for Tapestry are deleted on a regular basis by a manager or the Directors.
- All observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.

### **Parents**

- Parents logging in to the system can only access their own child's Learning Journey.
- Parents may input new observations and photo's, 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 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. 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 go on any social networking sites or any other type of public use.
- If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

## Parents without internet

- For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

## 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 will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school.
- The child's information and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

This policy was adopted by

Noah's Ark Day Nursery

On

11/06/2017

Date to be reviewed

11/06/2018

Signed on behalf of the provider

Name of signatory

Angela Martin

Role of signatory (e.g. chair, director or owner)

Director/Manager