



Tapestry Policy

Policy Statement

This policy outlines how Tapestry, an early years online learning journal, is used in a safe and secure manner in line with Peapod Pre-school's safeguarding policies and procedures.

At Peapod Pre-school we create an online learning journey for all the children attending our setting. We use the software 'Tapestry': a secure online system used by many schools and early years' settings throughout the country. It enables staff to record observations, photos and videos. Parents/carers can then share these wherever there is an online connection and see their children as they develop. Parents/carers can also comment and add their own observations to their child's journal.

This joint record helps to promote communication and a strong partnership between the setting and the home, thereby supporting each individual child's learning journey during their time with us.

Parents/carers without access to the internet can access their child's learning journey at the pre-school at an agreed time.

Relevant Regulations

There is certain legislation and guidance that this policy needs to be based on:

- The Children Act 1989
- General Data Protection Regulations (GDPR) May 2018
- The Children Act (Every Child Matters) 2004
- EYFS Statutory Framework 2014
- Working Together 2013

Procedures:

How Does Tapestry Work?

Observations and Planning

The managers have full viewing and editing control of the system. Only they can input the personal details for each child and family members/carers. Any updates to this information can only be changed by a manager.

Each child is allocated a staff key person who is responsible for monitoring their development and for completing their learning journey. By recording observations, the child's key person can capture their experiences, track their development, plan their next learning steps, contribute to classroom planning and ensure that the child makes significant progress throughout their time in pre-school.



Staff can make observations for each other's key children if the occasion arises. All observations added to the Tapestry system by staff must be approved by the managers before they are added to the journals.

Security for Parents

- As part of our registration process, parents/carers must sign their child's registration form; notifying the pre-school if they give/do not give their consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video. If this consent has been withheld, their child will not appear in another child's learning journey; though this can cause difficulties with group observations. This information is given to all staff members to adhere to.
- By signing their child's registration form, parents/carers agree to **not** publish any of their child's observations, photographs or videos on any social media site.
- The activation process is started by Peapod Pre-School and Tapestry emails the parent/carer with a link to set up their own secure password to the system.
- Parents/carers have 28 days to activate this link, before it becomes invalid. Parents can contact Peapod for a new link, which then must be activated within 24 hours.
- Parents/carers logging into the system are only able to see their own child's learning journal.
- Parent/carer access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos. Any observations added by parents/carers must be approved and added into the journal by the managers to ensure appropriate content.
- Whilst Tapestry provides a fantastic tool for sharing information between the Pre-School and parents/carers, it should not be used as a way of sharing general communication. Peapod advises that parents/carers discuss any issues they may have in person; either with a manager or their child's key person.

Email notifications

Parents/carers can opt to have an email notification each time a new observation is added to their child's journal.

Frequency of Posts

During the sessions, the staff are focused on the children. As such, online observations are often completed and added outside of session and their frequency may be irregular. The aim is to add at least one key person observation within a fortnightly cycle for each child. Staff may not be able to give an immediate response to any comments or observations posted by parents/carers, but will reply as soon as possible.



Devices

Staff use the Tapestry app on Kindle Fire tablets to record their observations. They can also take photographs and record videos for observational purposes on the tablets. There are three of these devices in each room and each staff member has a secure login which is password and pin protected. Photos and videos will be removed from the devices at regular intervals.

Staff can work on the journals from home on their own devices. They are not permitted to download any photographs or videos from Tapestry to their own devices. They must be aware of other people around them and make sure that they are not overlooked. They must logout of the system 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 managers and new login details will be created.

Managers also access Tapestry from main computers allocated in the office. These have online security and are password protected. Managers ensure that they logout of the system when they have finished working.

(Please refer to the following policies for further information: ***Acceptable Use*** and ***Use of Mobile Phones and Digital Photography Policies***.)

Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our ***Safeguarding (Including Child Protection Policy)***), and are DBS checked.
- As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children.
- At all times staff must comply with Peapod Pre-Schools safeguarding policies.
- All staff are given their own login details from which they set up their own passwords.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.
- All staff sign an agreement as to the acceptable use of Tapestry. A failure to adhere to the usage criteria will result in disciplinary action.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.

Data Collection and Storage

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 Peapod Pre-school; we are registered controllers of data with the information Commissioner's Office and are bound by the Data Protection Act.



When Children Leave the Setting

When children move to another setting we will transfer the Tapestry account to the new setting if they use this system.

If they wish to keep a copy of their child's learning journey, parents/carers can download it at any time. Peapod aims to arrange for journals to be downloaded annually, at the end of the academic year. All details of children and their parents/carers who leave Peapod Pre-School are made inactive and permanently deleted from the pre-school's Tapestry system before the new academic year begins.

Parents can view Tapestry's Data Protection and Privacy Policy on:

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

Other Related Policies

- Safeguarding (Including Child Protection) Policy
- Acceptable Use Policy
- General Data Protection Regulations (GDPR) Policy
- Use of Mobile Phone and Digital Photography Policy
- Confidentiality Policy
- Disciplinary and Grievance Policy

Reviewed by Sarah Riley & Fran O'Neill, Managers and Katie Moore, Chair

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