



Tapestry Policy

In line with the expectations of the Early Years Foundation Stage (EYFS), St Marks Pre-school ensures each child who attends the setting has a personal Learning Journal which records photos, written observations, and comments from parents/carers. This documentation will provide a personal record of each child's achievements during their time with the pre-school, showing developmental progress linked to the EYFS curriculum. St Marks Pre-school uses a secure online Learning Journal system called Tapestry for recording and monitoring children's development.

Practitioners will:

- Only be permitted to use tablets provided by St Marks Pre-school to take photographs for observations.
- Ensure that tablets are PIN or password protected and must not be shared or used by anyone else without prior consent from the Pre-school Manager.
- Delete photographs from the tablet gallery once uploaded to Tapestry, unless kept for use on the website or displayed within the setting.
- Use a secure login to Tapestry which is password protected. Practitioners will not share this information with anyone; if they suspect that their login details have been compromised in any way they will immediately inform the Pre-school Manager.
- Set browsers NOT to remember passwords when accessing the Tapestry website and ensure that they log out when they have finished using the website system.
- Have access to all children's Learning Journeys on Tapestry, at the Pre-school Manager's discretion. This can enable practitioners to carry out observations on any child, not just their key group.
- Be permitted to use Tapestry at home as necessary via their designated tablet only. Practitioners are not permitted to upload any photographs of pre-school children onto their own devices. They are not permitted to share any images of the children via any other media or method of communication, including personal email, messaging systems or social networking sites.
- Be expected to keep their tablet stored safely out of sight whilst transporting it home or when not in use. Under no circumstances is any person other than the practitioner to have access to the tablet, which is pre-school property.
- Ensure tablets are stored in a locked cupboard in the office when not in use.
- Be subject to the appropriate disciplinary procedures if they are found to be in breach of the pre-school guidelines for use of technology.
- Be responsible for ensuring their key children's online Learning Journals are updated with an appropriate observation, photo and assessment on a regular basis.

- Ensure that the 'mask' aspect on Tapestry is enabled, or a child's face is hidden, where consent has not been given for a child to be in group photos.

The Pre-school Manager will:

- Have access to all children's Learning Journeys within the setting for monitoring and training purposes.
- Routinely and randomly check (together with the Chair) to ensure that tablets are being used according to the pre-school guidelines for using technology.
- Carry out Learning Journal sampling at least monthly and provide feedback to the practitioners for monitoring and training purposes.
- Only use photographs for the pre-school website or display purposes if parental consent has been obtained.

Sharing online Learning Journals with other settings

- If a child moves to another setting St Marks Pre-school will, with parental consent, transfer the Tapestry account to the new setting or securely share a PDF copy of the child's Learning Journal.
- Where a child attends another setting, and only with parental consent, a child's Learning Journal may be shared with the other setting. This can support effective information sharing to enable a shared focus on a child's learning and development.

Parents will:

- Be given access to their child's Learning Journal only when they have agreed to and signed the user agreement/permission slip.
- Keep login details secure
- Only access their own child's Learning Journal.
- Have access to the Tapestry online Learning Journal revoked if this agreement is breached at any time.
- Be encouraged to add to their child's Learning Journal. Parental observations and photographs will need to be approved by the Pre-school Manager or child's key person before being officially added to a Learning Journal.
- Be able to comment on and 'like' observations that the practitioners have added. Practitioners will like the comment as acknowledgement but will not reply with further comments on Tapestry.
- Be able to view the Learning Journal within the setting on request if they do not have access to the internet at home.
- Be provided with a PDF copy of their child's Learning Journal on leaving St Marks Pre-school. This will be shared securely so parents have a lasting record of their child's time at St Marks Pre-school. The child's information and their Learning Journal will be permanently deleted from St Marks Pre-school Tapestry account.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Code of Conduct Confidentiality E-Safety Information Sharing
 Maintenance, Storage & Transfer of Records Parental Involvement
 Safeguarding Whistleblowing