

The Children's Workshop

Tapestry Policy for Parents

At the Children's Workshop we have decided to use a system of recording your child's progress through an online journal called 'Tapestry'. Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or android device such as a tablet or smart phone.

The safeguarding of our children is very important to us. We have chosen this company because they are very secure; the system is hosted in the UK on dedicated, secure servers.

When a child receives a registered place at the Children's Workshop, information about Tapestry will be given to parents in their child's Welcome Pack. The cost for Tapestry is included in our fees.

All information held on Tapestry is in line with the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)).

This policy has been written in line with our policies:-

- Safeguarding policy
- Camera, mobile phone and recording device use policy
- Mobile phone and smart watches policy
- Privacy Policy
- Data Protection and Confidentiality Policy

Aims

The Children's Workshop aims to ensure that all the children attending the setting have a personal online learning journal which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS) statutory guidance. This will build a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the Early Years Foundation stage

Procedures

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's learning journal
- The Children's Workshop uses an online learning journal called Tapestry. This allows staff and parents to access the information from any computer via a personal, password protected login
- Staff access allows input of new observations and photos or amendments of existing observations and photos
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos
- Parents are not able to edit existing observations done by the child's key person
- Observations are moderated by a senior manager before being added to the child's learning journey

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- Parents logging in to tapestry can only see their own child's observations and journal
- Parents are asked to give consent for their child's image to appear in other children's learning journals, for example in a group observation
- We really value parents' contributions to the learning journal. It is an excellent way of supporting what your child is learning at home with the their learning at the Children's Workshop and we love celebrating their achievements
- All information about a child will be deleted 60 days after a child has left this setting
- If a member of staff leaves, their details will also be removed from Tapestry immediately
- When a child leaves to go to another setting or to school, their account is locked and we download the journal into a PDF. Each parent will receive the PDF which can only be accessed with their unique login details.

Parental Responsibilities

- Parents who agree to participate in Tapestry will need to give their permission for a tapestry journal to be created and maintained for their child
- Parents will need to give permission for staff to take photos of their child and also videos which will be used in their online journals
- Parents will need to give permission for their child to appear in any group photos. These must not be shared with others or published in any way without the written consent of parents or carers of those who may be included
- Parents are not to electronically share, by social media or other platforms, any part of their child's learning journal including photos and videos. The journal is for personal use meaning that information cannot be shared with others
- Parents are to agree to keep their logins safe and secure
- Parents are welcome to read the Tapestry guidance and policy on 'Privacy, Security and Back up' if they should wish to do so
- Parents can print off their learning journal into a paper format and any parent who chooses not to agree to an online journal can request a paper format
- Parents with no internet access will regularly be invited into the Children's Workshop to look at their Child's Journal
- Parents can give permission in writing or by email for family members, child minders or other settings to have access to Tapestry. They will then receive their own login details
- Parents should not use tapestry as a means to communicate day to day matters. This should be done via our admin email or by speaking to a Manager.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
<i>September 2018</i>	SA	<i>September 2019</i>

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