

The Children's Workshop

Tapestry Policy

At the Children's Workshop we use a system of recording your child's progress via an on line 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. We have chosen this company because they are very secure; the system is hosted in the UK on dedicated, secure servers. The costs for Tapestry are included in our fees.

The safeguarding of our children is very important to us. When a child receives a registered place at the Children's Workshop, information about Tapestry and a permission form will be given to parents in their welcome packs.

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 ensures that all the children attending the setting have a personal online learning journal which records, photos, observations and comments, in-line with the EYFS. 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 journey
- ❖ 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 created by the child's key person.
- ❖ Observations are moderated by a senior manager before being added to the child's learning journey
- ❖ 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 their learning at the Children's Workshop and we love celebrating their achievements
- ❖ When a member of staff leaves, their details will be removed from Tapestry immediately and they will no longer be able to access the application
- ❖ 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

The Children's Workshop

- ❖ With parents permission we are able to send transition reports and/or a copy of the learning journal to other settings if a child attends more than one setting or is being cared for by a registered child-care professional or they are leaving to attend an alternative setting
- ❖ All information about a child will be deleted 60 days after a child has left this setting

Staff responsibilities

- ❖ Key Persons will ensure weekly observations are added to their Key Childs journal
- ❖ All moderated observations will be send out by a member of the management team weekly and in a timely manner
- ❖ We will try wherever possible to allocate 'Tapestry time' for staff to upload and write up observations. Any overflow will have to be completed in staff's own time
- ❖ Staff are able to take photos and videos of their Key children during the session, however, observations should be written up after the session so as not to detract from the welfare and care of the children
- ❖ Staff who do not fulfil their Tapestry responsibilities will be in breach of their job description
- ❖ Observations should be written in the present tense
- ❖ Staff should log out of the Tapestry application securely when they have finished using the tablets daily

Parental responsibilities

- ❖ Parents who agree to use 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
- ❖ 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 or published in any way without the written consent of the parents or carers of those who may be included
- ❖ 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 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>