**Tapestry Policy**

At Windmill Pre-School we 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.

**Procedures**

▪ Once a child starts at our Pre-School they are allocated a Key Person who is primarily responsible for the compilation of their online learning journal.

▪ Parents will be given a secure login for the system, which only allows them to access information about their child, so that they can look at the journal and add to or comment on it at any time. We encourage parents to be actively involved in their child’s journal and welcome interaction from parents online.

▪ Staff will generally update a child’s learning journal whilst working in the setting however there may be times when it is necessary for staff members to work on them at home.

▪ Observations maybe validated by a Manager or deputy before they are added to the learning journal.

▪ Photos of other children may appear in your child’s learning journal if a group photo is taken during an activity or to demonstrate that your child is building relationships with other children. All parents are asked to sign a permission form which permits their child’s photo to appear in their own and other children’s learning journals.

 ▪ Parental access to your child’s learning journal will be closed when your child leaves the Pre-School and parents will be emailed a PDF version of the learning journal to keep. The child’s data will be removed from Tapestry.

**Safety and security**

Staff use tablets 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 are kept in a secure office at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management. Staff will be allocated time at work to update journals and assess their key children’s development. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They 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 manager 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 Windmill Pre-School; we are registered controllers of data with the Information Commissioner’s Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff. Staff access to the online system will be immediately revoked if they leave the Pre-School and their details deleted from the system. At all times staff must ensure that they log out of the system when they are not using it ensuring that nobody else can view information on it. Staff must keep their passwords secure.

**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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child. Parents are not permitted to upload any media from Tapestry onto any social media site, such as Facebook. it is important that parents do not share their passwords with anyone else.

**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 written and adopted on 3rd September 2020**

**Heloise Ardley – Chair of Windmill Pre-School Management Committee**

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**Claire Baker - Manager of Windmill Pre-School**

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