10.10 Tapestry Policy

Statement of intent
At Witchford Rackham 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.
We aim to add a minimum of one Key Person observation each week for each child to contribute to our observe-assess-plan cycle.

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 cupboard at pre-school and may only be taken home by staff members to do their key working, however management need to be informed. Photographs are deleted from the tablets once they have been uploaded to Tapestry.

Due to staff being paid to complete key working outside of working hours tablets will need to be taken home to aid this. Staff are not permitted to access Tapestry on their own phone devices, however can access this upon a computer or Laptop using a web browser. However staff are not permitted to keep themselves logged in or to have their web browser save their password or login details. Tablets must be pin protected and have had all photographs removed from their internal storage before transporting. They must be transported and stored in line with the setting's **Data Transporting Policy(10.11).**

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 immediately and new login details will be created to block access to the account.

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 Witchford Rackham Pre-School; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

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(This is found within our registration form). If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child. All parents sign a declaration form before they are added to tapestry which gives information about Tapestry and the expectation of one observation per week as a minimum to be added as well as this;

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys' As a parent I will… **Not** publish any of my child's observations, photographs or videos on any social media site. Keep the login details within my trusted family. Speak to a member of staff if I experience any difficulties accessing my child's learning journey. I agree to the guidelines:

Name of child: _____

Signature:_____

Print name:_____

Date: _____

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 when requested in advance and will be available to take home when the child leaves the setting. Upon request from the parent we will allow them to have access to their child's learning journey if parents wish to. This will be done under complete supervision by the manager, who will ensure the computer it is accessed upon has no other information accessible on and it is accessed through the web browser.

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 that no data on that child will remain with us once they have left.

This policy was adopted at a meeting of Witchford Rackham Pre-School

Held on (date)

Signed on behalf of the Proprietor

Role of signatory

This policy was reviewed on (date)

Staff Tapestry Code of Conduct

- I understand and agree that my tapestry login and is strictly only for my use

- The login and content cannot be shared with anyone outside of Witchford Rackham Pre-School

- The content cannot be downloaded or discussed outside of Witchford Rackham Pre-School

- Any content printed for internal use from the system must be shredded when finished with

- I understand my password must not be saved on any personal devices and must not access Tapestry from my own personal device (phone).

- I understand I must ensure I have logged out properly after each session, especially if using a web browser on home computer.

- I understand that when using Tapestry outside of the setting I need to be aware of my surroundings to ensure that the material is kept confidential

Signed by

Date