

Tapestry Policy



Burton Pre-School
Playgroup

Burton Preschool Playgroup ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum. This is to build up 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 EYFS.

Procedures

At Burton Preschool Playgroup we use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected login. Whilst the children have a key worker all staff are encouraged to capture observations for all children in the setting.

Staff access allows input of new observations and photos or amendment of existing observations and photos. Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey. Parent access allows them to comment (or reply) to observations that staff have input, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

As part of our safeguarding policy 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 separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system parents have to sign to agree not to download and share and information on any other on - line platforms or social networking sites, such as Facebook, Twitter.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as a way of sharing general information. Each child's Learning Journal is a document that records their learning and development which the parents can add to contributing information that children have been doing at home.

Discussions regarding general progress and development are done face-to-face with parents/carers at the school. Observations will be uploaded by members of staff in the setting and are monitored by senior members of staff.

Tapestry Policy



Burton Pre-School
Playgroup

Safe Use Agreement

- Staff should log out of Tapestry app / program when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by Burton Preschool Playgroup.
- Staff should not share any information or photographs relating to children with any person not employed by Burton Preschool.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices. Eg tablet that they are using and report any missing devices.
- If accessing Tapestry on a private computer, or not on Burton Preschool premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Buxton Primary School.
- At all times staff must comply with the Safeguarding, Confidentiality and Internet Safety policies of the setting.

Note – Should we find parents / carers using Tapestry inappropriately their access may be terminated.