New Millside Pre-school

TAPESTRY POLICY

Online learning journals

Policy statement

At New Millside Pre-School we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend Pre-school.

Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of tapestry is available on request.

Procedures

- At New Millside Pre-School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- All staff working within our setting are responsible for the children's development and the compilation of their learning journals. This means that all staff within the setting are able to capture observations for all the children.
- Parents logging into the system are only able to see their child's learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child's learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the classroom and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development to which parents can add comments or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person - passwords should contain numbers/lowercase/uppercase letters and changed regularly.
- Staff should not share any information or photographs relating to children with any person not employed within New Millside Pre-school.
- All entries on Tapestry remain the property of New Millside Preschool.
- At all times staff must comply with Child Protection policies and Acceptable Use policies.
- Tablets must be signed out when taken out of the preschool.

This policy runs in conjunction with the following policies:
Safeguarding incorporating Child Protection Policy - E-Safety Policy - GDPR Policy