

EXPLORERS POLICY AND PROCEDURES

Name	Tapestry Policy
No. of pages	4

At Explorers we provide all children attending an 'online learning journal' through the platform of 'Tapestry' which records observations, photos and videos. Tapestry 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 the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

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.

Procedures:

We use the secure online system Tapestry which allows staff and parents to access information via a personal password protected login.

Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal.

Parent access allows them to comment (or 'reply') to observations staff have input 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(ren)'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). Inappropriate use by parents/carers may result in having access terminated.

Whilst Tapestry provides a fantastic tool for sharing information between the pre-school 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 which parents can add comments on 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 to ensure they are providing relevant and informative information.

Safe use Agreement

- Staff should logout 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 not employed by Explorers Pre-School.
- Staff should not share any information or photographs relating to children with any person not employed by Explorers pre-school.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on pre-school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Explorers pre-school.
- At all times staff must comply with Child Protection policies, GDPR, and safe guarding policies

** A paper version of the learning journey is available on request

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor

Tapestry Online Learning Journey Online Consent Form

Dear all,

This year we will be using an online Learning Journey provided by Tapestry and the Early Years Foundation Stage Forum. As this is an online profile, we will need your permission to set up your child's account. Please rest assured that the information about your child and their learning is secure and is only accessible by the members of staff and yourselves as parents. Any personal details about your child are confidential and will not be disclosed. There may also be instances where your child appears in a photograph documenting another child's learning.

We are very keen to engage every parent in their child's learning and progress throughout the year and we welcome any observations and photographs you may make of your child learning as enhancing our holistic approach to learning. If you do not have internet access, please do not feel excluded; we would love to read about and see any of your child's home learning! Please complete star moments and hand them to your child's key person and we will endeavour to update your child's learning journey as soon as possible.

If you require any more information, you can visit <http://eyfs.info/tapestry-info/introduction#overview>.

Kind regards,

Explorers Chair

Tapestry Online Learning Journey Permission

**Please complete the following permission slip.
You will be given details of your password when this is returned
to school to be kept in your child's records.
Failure to abide with Number 2 will result in your child's Online
Learning Journey being suspended.**

Child's Name

- 1) I agree to my child having a Tapestry Online Learning Journey.
- 2) I agree not to post any content from my child's learning journey on any social networking site, e.g. Facebook.
- 3) I give permission for my child's image to appear in photographs/videos in other children's learning journey.

Parent's Signature
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Please print name

Date