

## 10.14 Tapestry Policy

### Policy statement

At Duxford Preschool we use an online system called Tapestry to record and store all observations and assessments relating to each child. It shows children's developmental progress through the different age bands of the EYFS and 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

- Observations input into the Tapestry system are validated by the manager before being added to the child's Learning Journey for viewing by the parents.
- The Learning Journey is set up prior to the child having started Duxford Preschool and the staff may insert the baseline data gathered during the home visit to form the starting point for the journal.
- During the first term, entries will be made more frequently as the child's key person and other staff get to know the child.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Staff are encouraged to make observations of all the children at the setting, not just their own key child.
- Tapestry is not used as a general communication tool between Duxford Preschool and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

### *Safety and security*

- Staff use iPads or the setting's mobile phone to take photographs for observations which are then uploaded to Tapestry.
- Each staff member has a secure login which is password and pin protected.
- The iPads and mobile phone are kept in the Preschool and may not be taken home by staff members under any circumstances.
- Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop is also provided for this. This will also remain in a secure, locked filing cabinet in the office at the Preschool.
- Where there is insufficient time for this to be completed at the setting, then staff will be expected to complete this task at home as part of their job description, and staff are permitted to remotely access Tapestry using their own device. Their access is logged and tracked by Tapestry's security systems.
- Staff are not permitted to download any photographs of the children onto their own device, and this setting has been disabled in Tapestry.
- Staff working from home must abide by our Home Working policy, and 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.

- Staff are paid for the completion of Tapestry observations, and this is in addition to their usual contracted hours.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the Preschool Business manager and a new login will be created.
- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Child's Play; we are registered controllers of data with the Information Commissioner's Office and are bound by The General Data Protection Regulations 2018.
- Photographs of children which are stored on the iPads and mobile telephone are deleted on a regular basis by a member of the management team.

### *Parents*

- Parents logging in to the system can only access their own child's Learning Journey.
- Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permissions 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 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 always be securely kept in the setting in the child's dedicated drop file for the parent to view and will be available to take home.

### *When children leave*

- When children move to another setting, we will transfer the Tapestry Journal 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 Duxford Preschool 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 Preschool.
- 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.
- If the school uses Tapestry, we will transfer the Tapestry Journal to the school. If they do not, we will email a PDF to the school.

<b>Version</b>	<b>Changes Made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	P Eccleston	26 <sup>th</sup> April 2018	April 2019
1.1	Minor formatting changes	N Hanlon	18 <sup>th</sup> April 2019	March 2020
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1.1	No changes	N Hanlon	22 <sup>nd</sup> March 2023	March 2025

