



Red Dragon Pre-School

Policies and Procedures

Tapestry – Online Learning Journey

Contact details:

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1.10 Tapestry – Online Learning Journey

Policy statement

Red Dragon Pre-School ensures that all children attending the setting have a personal Learning Journey which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, 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

- Each child will have a key person allocated to them, who will be responsible for the compilation of that child's Learning Journey
- Red Dragon Pre-School uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- 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.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign for consent in their child's registration forms, giving permission for their child's image(s) to be uploading on to their children's Learning Journeys. Parents who sign this agreement also then agree that the photographs must not go on any social networking sites or any other type of public use.
- For Parents without 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 at all times and will be available to take home.
- The Learning Journey is set up once the child has started Pre-School. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- 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.

- Parents are unable to contact us for communication via Tapestry however; they may contact us through the usual channels for day-to-day matters, e.g. absence, lost property, etc.
- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys
- Each staff member has their own 'work' iPad. Photos are only taken on these three iPads. Photos are taken off the iPads on a weekly basis. Only photos used for promotional purposes are kept until they are no longer needed
- iPads are pin protected and staff do not take the iPads off of the premises. The Supervisor regularly carries out spot checks on staff iPads.

Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process
- All staff are DBS checked
- All staff are given their own login and fictitious passwords to avoid them being guessed/hacked

All staff have signed below in agreement and acceptance with our code of conduct and policies/procedures for Tapestry usage

- I understand and agree that my tapestry login and email address is strictly only for my use and confidential
- The login and content cannot be shared with anyone outside of Red Dragon Pre-School
- The content cannot be downloaded or discussed outside of 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 device and regularly changed
- I understand I must ensure I have logged out properly after each Tapestry session
- I understand that failure to adhere to the above usage criteria could result in disciplinary action.

Data Collection and Storage

- You can view Tapestry's Data Protection and Privacy Policy on:
<https://tapestry.info/privacy.html/>

- Children’s profiles are copied onto a cd for parents when they leave us and deleted from Tapestry.
- Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	