



4.6 Our Tapestry Policy

Our Tapestry Policy

We use an online Learning Journey system (Tapestry); this allows 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 member of the management team who has the administrative log in for tapestry 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 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
- The Learning Journey is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children
- In all written observations, other children will not be referred to by name
- Staff will be provided with tablets to access Tapestry wirelessly while working. These tablets are for work use only and not allowed to be taken home
- They must be locked away when not in use
- Staff must sign them in and out



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Security

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK
- Photos and observation are not stored on the individual tablet or computer, they are deleted once they have been uploaded to the child's tapestry account
- Only staff with the admin log in details will use Tapestry for auditing purposes
- Access to information stored on Tapestry can only be gained by unique user id and password/PIN
- Staff can only access tapestry when someone from the management of the nursery is logged into Tapestry
- When a member of staff leaves the company, their login is deleted and passwords changed
- Once a child leaves the setting a request will be made for their data to be deleted within 30 days
- When the child leaves the setting the tapestry account can be transferred to another setting via an email PDF
- When a child starts school, the setting will email the parents a PDF copy of their child and then their tapestry account will be permanently deleted
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys
- If parents feel their log in details have been compromised, we ask that they inform the setting immediately or contact Tapestry
- Parents must not upload any media from Tapestry onto any social media sites
- Should it be found that any parents using Tapestry are doing so inappropriately their access may be terminated



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This policy should be used in conjunction with the Confidentiality, Data Protection and Information Sharing Policy.

Staff must sign the Tapestry agreement form before they are given a tapestry login.

Tapestry staff guidelines agreement

Any user of Tapestry with in the setting must read /sign and adhere to the guidelines stipulated below when using the software:

- Conduct new observation entries on a regular basis.
- To relate observations to the child's learning.
- Staff will only take appropriate photos linked to children's learning/characteristics of learning.
- To delete photos held on the tablet once they have been uploaded to Tapestry accounts
- To log out of Tapestry app/programme when they have finished in order to maintain confidentiality
- Staff must only log into Tapestry using their own password details
- For staff to keep their log in details safe and not to share them with anyone.
- Tablets to be locked away when not in use
- Tablets are only to be used for work related purposes
- Images and videos are NOT to be taken exported onto any home devices.
- Staff are not allowed to under any circumstances to take a tablet home.
- Staff will not use a personal device such as a smart phone or tablet to access tapestry
- Staff must yearly reconfirm their acceptance of the guidelines

I agree to adhere to all of the above guidelines and will us Tapestry in accordance with the guidelines. Failure to adhere to the above staff guidelines will result in disciplinary action.



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Name of staff member.....

Sign.....

Date.....

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date August 2024