



Tapestry Policy

Online Learning Journals

Policy Statement

At Rainbow Woods Pre-School we provide all children with an online Learning Journal through the platform of Tapestry. This records observations, photos and videos of children's learning and development. This helps to track progress as children develop throughout their time in the Early Years Foundation Stage.

Procedures

- We use the secure online system Tapestry, which allows staff to access the information via a personal password protected login.
- The staff will input and update entries to each child's learning journal. Any other adults such as volunteers will be requested to complete a paper observation and only the named adult for that child will add to the online journal.
- Whilst Tapestry provides a fantastic tool for sharing information between the school and parents, it is not used as a way of general communication. Each child's learning journal is a document to record their learning and development. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during an agreed time.
- Observations are regularly monitored by the managing staff and assessed during meetings between staff to ensure they are providing relevant and informative information.
- Parents have the right to request to view their child's file.
- When children start school their Tapestry Learning Journal will become the property and responsibility of the school (if attending a school which uses the Tapestry system).

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 not employed by Weare Academy First School.
- Staff should not share any information or photographs relating to children with any person not employed by Weare Academy First School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device such as an iPad that they are using and report any missing devices.
- If accessing Tapestry at home, staff must use the school iPad or laptop and maintain confidentiality and professionalism. Tapestry is accessed via a secure password.
- All entries on Tapestry must be appropriate and reflect the quality standards provided in staff training sessions.
- All entries on Tapestry must remain the property of Weare Academy First School.
- At all times staff must comply with Child Protection policies and Computer Safe Use policies.

This policy runs in conjunction with the following policies:

- Online Safety Policy
- Keeping Children Safe in Education Policy
- Acceptable User Agreement for parents, staff and volunteers
- GDPR guidelines
- Social Media Policy
- Safeguarding Policy
- Parent permission form for use of images

Date: November 2020

Owner: Sara Packer

Signed by Chair of Governors:

Signed by Pre-School Manager:

Date of Review: November 2023