



9.09

Policy for use of Tapestry in Early Years

Policy statement

Within Early Years we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to build a strong partnership between the setting and home, documenting the development of the child from when they first attend the baby room through to when they leave their Reception year.

Procedures

- We use the secure online system Tapestry which allows staff and parents to access the 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 other children in the setting.
- Parents/Carers logging into the system are only able to see their child(ren)'s learning journal.
- Parent/Carer access allows for them to comment (or 'reply') to observations that staff have inputted. There is also the possibility for parents/carers to add their own observations and photos/videos. Any observations the parents/carers add will be approved and added into the journal by the staff to ensure appropriate content.
- Before parents/carers are linked to their child(ren)'s learning journal they are asked to give written permission for their child's photo to appear in other children's learning journals.
- Before using or accessing the system, parents/carers have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the setting and parents/carers, 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/carers 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 carried out during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff will log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff will not share log in or password details.
- Staff will not share any information or photographs relating to children with any person not employed by Silverhill.
- Staff will 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.
- Staff will not use Tapestry with a private computer.
- All entries on Tapestry will be of an appropriate nature.
- At all times staff will comply with Child Protection policies and Computer safe use policies.
- Staff will sign an Agreement to follow our guidelines.

This policy runs in conjunction with the following policies:

- Use of mobile phones and Cameras
- The Role of the Key Person and Settling-In

Setting issued devices may be taken off the premises but all data must be transferred/deleted from the setting's camera/device before leaving the setting.

This policy was adopted by	Silverhill School
Held on	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress