

Tapestry- Policy Statement

Aims

At St Charles Borromeo Catholic Primary School and Nursery we use an online system called Tapestry to record and store all observations and assessments relating to each child. This 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 also post any comments and photographs of their own, helping to provide a strong partnership between the setting and home as the children develop from when they first attend nursery.

Parents/ carers without access to the internet can access their child's learning journey at the school at an agreed time.

Procedures

How Does Tapestry Work?

Observations and Planning

The class teachers and administrator have full viewing and editing control of the system. Only they can input the personal details for each child and family members / carers. Any updates to this information can only be changed by a manager or administrator.

All observations added to the Tapestry system by staff must initially be approved by the manager before they are added to the journals. By recording observations, staff can capture the children's experiences, track their development, contribute to planning and ensure that the child makes significant progress throughout their time in our setting.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos. Parent logins do not have the necessary permission to edit existing material. Parents logging into the system are only able to see their own child's Learning Journey. Tapestry is not used as a general communication tool between School 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 that they have been doing at home. Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc

Security

Safeguarding

All staff using Tapestry are DBS checked. As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children. At all times staff must comply with the schools Safeguarding and Child Protection Policy. All staff are given their own login details from which they set up their own passwords. Staff must always maintain confidentiality and professionalism making sure that all entries on Tapestry are appropriate. A failure to adhere to the

usage criteria will result in disciplinary action. In the event of a breach of policy, it is possible to disable a user's access to Tapestry if required.

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. All data held on our Tapestry account is owned by St Charles Borromeo School; we are registered controllers of data with the Information Commissioner's Office and are bound by the General Data Protection Regulations Act 2018. Photos stored on the devices are deleted on a regular basis by a member of staff. Staff are asked to sign a Tapestry Agreement Form which is updated each year. Trainee teachers are given a temporary login whilst on placement at the school.

Devices

Staff use Tapestry on tablets to record their observations. They can also take photographs and record videos for observational purposes on the tablets. Each member of staff will have their own login which is password and pin protected. Photos and videos will be removed from the devices at regular intervals by a member of staff. Staff may work on the journals from home on their devices. The journals are often updated by staff off-site, through their secure login and in agreement with this Tapestry Policy. Staff are not permitted to download any photographs or videos from Tapestry to their own devices. They must be aware of other people around them and make sure that they are not overlooked. They must logout of the system as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the managers and new login details will be created. Class teachers and Administrators can also access Tapestry from main computers. These have online security and are password protected. They ensure that they logout of the system when they have finished working.

Parents

Parents are asked to submit 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.

As part of our registration process, parents / carers must submit the Tapestry consent form; on this form it is asked if they do not give their consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video. If this consent has been withheld, their child will not appear in another child's learning journey; though this can cause difficulties with group observations. This information is given to all staff members to adhere to.

Also on the Parent Consent Form and before accessing the system, parent/ carers must agree not to download and share any information on any other online platforms or social networking sites (such as, but not limited to, Facebook). If they do not agree to this then their child will not be part of the Tapestry system and they will not be able to view their learning journey online.

The activation process is started by St Charles Borromeo and Tapestry emails the parent / carer with a link to set up their own secure password to the system.

Parents / carers have 28 days to activate this link before it becomes invalid. Parents can contact St Charles Borromeo for a new link which then must be activated within 24 hours.

Parent / carers access allows them to comment (or reply) to observations that staff have inputted as well as adding their own observations and photos / videos. Any observations added by parents/ carers must be approved and added to the journal by the class teachers to ensure appropriate content.

Parents without internet access

For parents without access to the internet, please ensure staff are made aware and an arrangement can be made.

Email Notifications

Parents/ carers can opt to have an email notification each time a new observation is added to their child's journal

Frequency of posts

During the sessions, the staff are focused on the children. As the Nursery/School day is busy, administration and paperwork is often completed outside the sessions. Online observations are added in staff's own time after the session and may be added in an irregular frequency.

When Children Leave

When children move to another setting we will transfer the Tapestry account to the new setting if they also use Tapestry. If they do not, we will download a PDF for the parents to pass on if required. When a child leaves the setting to start school, we will notify the parents of the date when their child's Learning Journal will be removed from our system and parents will have a limited time in which they can save or print out their child's observations.

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.