

**Tapestry Usage and Safeguarding**

Thames Pre-school ensures that all children have a personal online learning journal in which we record photographs, observations and comments, in line with the Early Years Foundation Stage. This computer program (Tapestry) will be used to build up a record of each child’s achievements during their time at Thames Pre-school. It will also show children’s personal development and progress through the different age bands of the EYFS.

**1. Procedures**

* Each child will have a Key Person allocated to them who will be responsible for the compilation of that child’s learning journal.
* We use an online journal system (Tapestry), allowing staff and parents to access the information from any computer via a personal email and password-protected log-in.
* This policy specifically details the safeguarding procedures we have adopted around the use of Tapestry. It is in conjunction with, and does not replace our existing policies of *Online Safety including mobiles and cameras.*

**2. Staff Procedures**

* Staff access allows ongoing input of new observations and photos, or the amendment of existing observations and photos.
* In all written observations, children will be referred to by Christian name only. Other children will be referred to without their name (e.g. 'another child') or by initial (e.g. 'Axxxx) if the name is being recorded from the child's speech.
* We will allocate “Tapestry time” to each member of staff to enable them to upload and analyse photos and observations.
* All observations and photographs recorded by staff will require approval by a senior member of staff prior to being published (available for parents to view).
* Staff are not permitted to take any tablets or iPads home.
* Tapestry is used as an additional communication tool between Thames Pre-school and home, using a fictitious child called “parent partnership”.
* Staff must keep their password secure and must not be shared.
* Staff must not take iPads or tablets into changing areas or toilets, unless the observation is around handwashing. If taking photographs of handwashing, staff will request another staff member to accompany them into the handwashing area.
* If a member of staff requires access to the internet for valid learning reasons e.g. to research additional information to support a child’s learning then they must request permission from the pre-school leader or deputy.
* Any photographs stored directly on the iPads or tablets will be deleted every two weeks.
* Staff must not extract, share or upload any data, observations, photographs or videos from Tapestry to any other website or any other party (other than the child’s parent or guardian) without the parent’s consent.
* Staff must read and sign this policy on an annual basis.

**3. Managing Tapestry Accounts**

**Deletion of accounts**

When a child leaves Thames Pre-school, their account will be deleted from the Tapestry system. The child’s records are permanently deleted from the Tapestry system after 90 days.

**Sharing Learning Journeys**

Learning journeys will be shared with parents when a child leaves Thames Pre-school. This will be provided as a .pdf document unless a request is made for a printed copy (which may attract a small fee).

If a child leaves our setting to start a new setting who also use Tapestry, it is our policy not to transfer their online journal data to the new setting.

**4. Parental Access and Agreement**

Parent access allows input of new observations and photos, or the addition of comments on existing observations and photos in the school holiday periods. Parent log-ins do not have the necessary permission to edit existing material.

Parents logging into the system are only able to see their own child's Tapestry account.

Parents are asked to sign a consent form which states:

* They give permission for Thames Pre-school to use Tapestry to record their child’s learning journal.
* They will give permission for their child’s image to occasionally appear in other children’s learning journals.
* If permission is not given, then staff will ensure that the child does not appear in any group photographs.
* They will not publish their child’s observations, photographs or videos on any website including social media sites.
* They will keep their personal log-in details secure.
* They will speak to a member of staff about any difficulties with the Tapestry program.

Thames Pre-school reserves the right to withdraw parental access to Tapestry, if a parent is found to have broken the above agreement. In this circumstance, parents will only be able to view their child’s learning journal with a member of staff within the setting.

**5. Online Security - Tapestry**

* The Tapestry online learning journal system is hosted on secure dedicated servers based in the UK. Back up servers are based in the EU in Germany and Ireland. As push notifications are enabled for parents to use with the new Tapestry apps then those notifications are sent via Apple, Google or Amazon (depending on the device) and therefore parental data might therefore go outside of the EU.
* Access to information stored on Tapestry can only be gained by unique email user ID and password.
* Parents can only see their own child’s information and are unable to log-in to view other children’s learning journals.
* Tapestry hold their own privacy policy to ensure data is secure. Refer to ‘Tapestry Privacy, Security and back up’ <https://tapestry.info/privacy.html>
* Parents are made aware of this privacy policy within the consent form.

**Further guidance**

* NSPCC and CEOP *Keeping Children Safe Online* training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

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| This policy was adopted at a meeting of | Thames Pre-School |  |