

85. Tapestry Online Learning Journeys

At La Petite Academy we aim to keep parents informed of their child's developmental achievements and their day to day life at nursery. To support this aim we create a Learning Journey for each child to document their time and milestones whilst at nursery. Where parents give written permission, this is done in the form of an online Learning Journey using 'Tapestry'. Where parents do not give permission, then a paper-based Learning Journey is kept. More information on Tapestry can be found at <https://tapestry.info/parents-carers/html>.

Parents can view observations, photos and videos made by the staff on their own child, and comment on these. In addition, they can upload their own observations, photos and videos for the staff to view. Parents cannot see the Learning Journeys for other people's children, nor are they able to make changes to staff comments.

Parents will also be asked for permission for images of their child to appear in group observations viewed by several parents. In these instances, their child's name will not be seen by other parents. Parents can opt to have an email notification each time a new observation is added to their child's Learning Journey. Parents agree to treat photographs containing images of other children as well as their own as for personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents of those children who may be included. For example, any such photographs cannot be posted on a social networking site or displayed in a public place.

Tapestry will also show developmental progress through the different 'checkpoints' of the EYFS. This will enable the setting to track children's progress across time. Parental contributions to Tapestry will be used to inform children's developmental trackers. We ask parents to focus their comments on what children can do, have achieved and what they know, rather than on what they cannot yet do.

All staff are required to sign a Tapestry User Agreement (see below) before being given a login to ensure safe and appropriate use of the system. No staff member will be allowed to use the tablets before signing this agreement, and supply/agency staff do not use these without specific permission from the

manager and after completion of an agreement which will only happen in very limited circumstances. All parents are asked to follow the guidelines within this policy and report any concerns to nursery management. Where parents misuse the system, the nursery reserves the right to delete their family's account and provide them with a paper-based Learning Journey instead.

Parents and staff login with a password and PIN which is generated randomly and provided by the nursery. These can be changed to something more memorable if wished. Nursery do not keep a list of these so accounts will need to be reset if they are forgotten. We ask that anyone who thinks that their account has been compromised alert nursery management as soon as possible so that their account details can be changed.

Tapestry meets the requirements of GDPR (2018) and the contract can be viewed via the site or in the setting's GDPR folder kept in the porch. Tapestry is hosted on secure dedicated servers based in the UK. Access is only by unique user ID and password/PIN. More information can be found at <https://tapestry.info/security>.

Only managers have the permissions for full viewing and editing of the system. Only managers can input details of parents and children and delete families from the system. Room staff are only able to view and comment on children from their room. A child's key person has overall responsibility for ensuring that observations are made across all areas of learning for that child. Room leaders have overall responsibility for ensuring that an up to date list is kept of permissions for Tapestry and that photos and videos are deleted from tablets and cameras regularly.

Tapestry is not used as a general communication tool with parents, and there is no guarantee that any comments made will be looked at immediately. We request that parents continue to contact the nursery in the usual manner by phone, email or in person to inform us of absences, lost property, concerns or queries.

We endeavour to upload new observations/photos/videos within 2 weeks of the observation being made, and in usual circumstances this will be much quicker. However, where staff work part time or are absent for illness, training etc this may be longer. Staff will do their utmost to ensure that there are no errors made in uploads, and all observations/photos/videos will be monitored by nursery management before being posted live to the site. If any parent feels that their

child has been included on Tapestry in error, or linked to the wrong child's profile, we will correct this as soon as possible and always within 24 hours of being notified.

For parents without access to the internet, we can print out all the information from Tapestry or compile a paper-based Learning Journey. At the end of a child's time with us we are able to transfer their Tapestry account to their new setting if they also use the system, with parental consent. We can also give parents and new settings hard copies of the Learning Journey and place on a new, USB memory stick if this is provided by parents. After a child leaves, their Learning Journey and parental accounts are permanently deleted from the system so no data is held after that point.

Parents are able to remove their consent in writing at any time. Should this happen, their child's Learning Journey will be printed out and all details removed from the system. The consent form signed is valid for the duration of a child's time at the setting and it is the parents' responsibility to inform us if they wish to withdraw or change their consent at any time.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>16th May 2022</i>	<i>C. Daly</i>	<i>16th May 2026</i>

Tapestry Staff User Agreement

At La Petite Academy we use Tapestry to record children's observations and achievements, where parents have given permission for this. Without parental permission, children retain a paper-based Learning Journey.

All staff are provided with their own log-in details, using their email address supplied to the setting, in line with GDPR requirements. The Tapestry contract can be viewed via the online account or in the GDPR folder in the nursery porch.

All staff are required to read, ask questions where needed, and understand the agreement below, before they are given their log-in details. These procedures must be followed in full, and any queries relating to them brought to a manager's attention as soon as possible.

- All staff can view, access and input new observations, photos and videos for any child in their room.
- A child's key person is responsible for checking that observations, photos and videos have been uploaded to show developmental progress across all 7 areas of learning over time.
- Staff are allowed to access Tapestry on allocated nursery devices or their own personal devices. Where staff do use Tapestry on personal devices, they should ensure that no one else can view their screen and should log out as soon as they have finished working. Internet browsers should be set to not remember passwords. Staff are not allowed to show Tapestry contents to anyone who does not work for La Petite Academy.
- Staff are reminded that parents will be viewing their comments and as such these should reflect the nursery's values and ethos.
- Comments should be positive in nature, focusing on what the child can do, what they know and the skills they are showing.
- All uploads to Tapestry will come to the management team for moderation before they go 'live' and management reserves the right to make alterations or delete posts where there are inaccuracies or inappropriate comments.
- Where staff require additional support to complete Tapestry observations appropriately, this may be done informally, through discussion logs or formal nursery policies as needed.
- Tapestry is not used as a general communication tool between nursery and home. Where parents make requests/concerns through Tapestry, they should be redirected to contact the nursery in the usual manner.
- Where parents make comments or upload photos/videos, a child's key person and/or manager should make a comment/like the post to show that it has been seen and valued by staff.
- Parental contributions via Tapestry can be used to inform children's developmental trackers.
- Where parents inform staff of any issues regarding Tapestry, for example being able to see the details of someone else's child or losing their login details, this should be passed on to a manager as soon as possible as it may represent a safeguarding issue.
- Where staff think that their login details have been compromised and may be known by another person, they should inform a member of management as soon as possible so new details can be created. Staff should not share logins between each other. Again, this may represent a safeguarding issue.

- Room leaders are required to keep a list of children who do not have permission to be on Tapestry and make this available to all room staff, periodically checking that this list is accurate and up to date (eg termly).
- Where parents have not given permission for their child to appear on Tapestry, staff should do their utmost to ensure that these children do not appear in any group photos. If at any time it is brought to a staff member's attention that a child is incorrectly on Tapestry, they should immediately inform a manager so the post can be deleted.
- Other children should not be referenced by name in a child's Tapestry account. Staff should use the term 'friend' to describe interactions with other children.
- Tablets, cameras and phones used to record Tapestry observations/photos/videos are only taken off the premises for approved nursery trips. They are not taken home by any staff member without specific permission from the nursery manager.
- Tablets, cameras and phones should have all photos and videos removed regularly (eg termly) and any which require longer term saving uploaded to Sharepoint. It is the room leader's responsibility to ensure this is completed.
- Observations/photos/videos should be uploaded to Tapestry within 2 weeks of the learning taking place.
- Staff should also refer to our related nursery policies on: Tapestry, safeguarding, acceptable IT use; and data protection and confidentiality.

Signed: _____ Print name: _____
Date: _____