Tapestry Policy

Agreed by: LGB

Next scheduled review date: Summer 2022

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Aims

Stoughton Infant and Nursery School ensures that all children attending our setting have a personal Learning Journey which records photos, observations and comments. This is to build up a record of each child's achievements during their time with us.

Method

At Stoughton Infant and Nursery School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login. Whilst the children have set classes all staff within the year group are encouraged to capture observations for all children. Staff access allows input of new observations and photos or amendment of existing observations and photos. 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.

Parental Access

Parent access allows them to comment (or reply) to observations input by staff as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

 As part of our online safeguarding policy parents are asked to sign 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. This is separate from our Photography and Use of Images consent form as the information is not accessible without a personal log-in. Before accessing the system parents have to sign to agree not to download and share any information on any other online platforms or social networking sites, such as Facebook and Twitter.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, Tapestry should only be used for academic dialog and not used as a way of sharing general or personal information. Each child's Learning Journal is a document that records their learning and development. Parents can add to this Journal with information about what the children have been doing at home.

Separated parents must be respectful toward the other user's comments and limit their reply to the educational achievement in the original post.

Monitoring

Observations will be uploaded by members of staff in the Early Years team and are monitored by the Early Years Lead and Senior Management Team.

Safe Use Agreement

- All users should log out of Tapestry app/programme when they have finished in order to maintain confidentiality.

- Users should not share any information or photographs relating to children on social media platforms.

Staff

- Staff will take all responsible steps to ensure the safekeeping of any portable devices. Eg iPad that they are using and report any missing devices.

- Staff must maintain confidentiality and professionalism if accessing Tapestry on a private computer off site or on Stoughton Infant and Nursery School premises,.

- All entries on Tapestry must be appropriate and relevant.

- All entries on Tapestry remain the property of Stoughton Infant and Nursery School.

- At all times staff must comply with the school's Child Protection/Safeguarding policies and Internet Safety policies.

- Note – Should we find parents/carers using Tapestry inappropriately their access may be terminated.

Related policies

- Child Protection and Safeguarding Policy

- Use of Photographic Images

- Teaching and Learning Policy

- Staff Code of Conduct

- E Safety Policy