

Little Fishes Nursery School
Tapestry Online Learning Journal Policy



Statement of intent

At Little Fishes we use an online system called Tapestry to record and store 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 share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety and security

Staff use tablets to take the photographs or videos for observations which are then uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure and locked place at Little Fishes and may only be taken home by the Manager for specific reasons.

Staff will be able to access the Tapestry website from their own devices to update journals and assess their key children's next steps. Staff are not permitted to download any photographs or videos of the children onto their own devices. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout 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 pre-school manager and new login details will be created. When a member of staff leaves Little Fishes, these passwords are changed.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos or videos and add comments to existing observations. They do not have the necessary permission to edit existing content. 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. If parents withhold this consent their child is only ever photographed alone, and no shared observations are made including that child.

Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

When children leave

When children move to another setting we will transfer the Tapestry account to the new setting if they also use Tapestry.

When a child leaves the setting to start school we will give the parents a memory stick containing their child's Learning Journey. 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.