

## [Tapestry Policy](#) [Online Learning Journals](#)

### Aims

Peter Pan's Day Nursery ensures that all children attending the Early Years Foundation Stage have a personal Learning Journey which records photos, observations, and comments, in line with the statutory Early Years Foundation Stage curriculum. This is to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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At Peter Pan's we use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected login. Whilst the children have a key person all staff are encouraged to capture observations for all children in the same room.

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. Observations input into the Tapestry system are monitored by a senior member of staff. Parent access allows them to comment (or reply) to observations that staff have input, 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 Internet Safety/Acceptable Use 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 and information on any other online platforms or social networking sites, such as Facebook, Twitter, Instagram. Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as a way of sharing general information. Each child's Learning Journal is a document that records their learning and development which the parents can add to contributing information that children have been doing at home. Discussions regarding general progress and development are done face-to-face with parents/carers via zoom/facetime. Observations will be uploaded by members of staff and are monitored by senior staff.

## **Safe Use Agreement**

- Staff should log out of Tapestry app / programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by Peter Pan's Day Nursery
- Staff should not share any information or photographs relating to children with any person not employed by Peter Pan's Day Nursery.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices. E.g tablets that they are using and report any missing devices. Devices will be stored in a locked cabinet overnight.
- Staff must not access Tapestry on a private computer away from Peter Pan's Day Nursery Premises.
- Staff will delete photo's/video's off of the device once they have been uploaded to Tapestry.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Peter Pan's Day Nursery.
- At all times staff must comply with the Child Protection / Safeguarding policies of the nursery and Internet Safety policies.

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

## **Related policies**

Child Protection and Safeguarding Policy

Teaching and Learning Policy

Staff Code of Conduct

Internet Safety/Acceptable Use Policy