



Use of Online Learning Journal - Tapestry

At Kids Club Ely Ltd, St John's Preschool, 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. It will also show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

Procedures

Tapestry allows staff and parents to access the child's Learning Journey from any computer or tablet via a personal, password-protected login.

The manager and Administrator (Cathy Price) have full viewing and editing control of the system. Only they can input the personal details for each child and family members/carers. Any updates to this information can only be changed by the manager or Administrator.

Staff access allows input of new observations and photos or amendment of existing observations and photos. Staff access Tapestry using Amazon Fire Tablets provided by Kids Club Ely Ltd. The tablets are PIN protected, and each member of staff has their own secure login which is password and pin protected. Only Tapestry and the camera can be accessed from these tablets. Staff attempting to access websites on these tablets without the permission of a manager could be subject to disciplinary action for gross misconduct.

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

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.

New observational entries to a child's Learning Journal will be uploaded once an observation has been made. Observations and updates to the journal may not occur every day that the child attends the setting. Kids Club Ely Ltd will allocate "Tapestry time" per week to each member of staff to enable them to upload observations.

In all written observations, other children are referred to by initials and not by name, unless we have a written or verbal consent from the parents.

All photographs taken of children are either immediately uploaded to Tapestry or are stored securely on the tablet before being uploaded within 1 month.

A child's Learning Journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

In the event that a parent does not have 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.

If a child leaves during the school year we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting.

When a child leaves the setting to start school, we will email the parents a PDF copy of their child's Learning Journey, so they have a lasting record of their child's time at pre-school. We will also transfer the Tapestry account to the school if they also use Tapestry. 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.

Security

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Kids Club Ely Ltd; we are registered controllers of data with the information Commissioner's Office and are bound by the General Data Protection Regulation 2018.

Access to information stored on Tapestry can only be gained by a unique user id and password.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child.

Staff use Amazon Fire tablets to take photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted from the device. If the photo cannot be uploaded onto tapestry immediately the photo will be stored on the device until it can be uploaded.

All staff have their own login details, and they must log out of the system as soon as they have finished on Tapestry.

The Administrator and Manager also access Tapestry from their laptops away from the setting. These have online security and are password protected. The Manager and Administrator ensure that they logout of the system when they have finished working.

Photos will not be stored on the tablet for longer than 1 month.

Staff are not permitted to take the tablets home and they will remain on the premises at all times, unless specific permission has been granted by Ann Turner or Cathy Price. They are to be stored in a locked cupboard at the end of each day and over the holidays as a security measure.

If a member of staff leaves Kids Club Ely, their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites.

Safeguarding

All staff using Tapestry are DBS checked.

As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children.

At all times staff must comply with Kids Club Ely's Safeguarding and Child Protection policy.

All staff are given their own login details from which they set up their own passwords.

Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.

A failure to adhere to the usage criteria will result in disciplinary action.

In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.

Parents can view Tapestry's Online Learning Journey contract which is compliant with the GDPR 2018 on: <https://tapestry.info/contract/index.html>

This policy runs in conjunction with the following policies:

Child Protection and Safeguarding Policy
Online Policy
GDPR Privacy notice
Confidentiality Policy
Disciplinary and Grievance Policy

This policy was adopted at a meeting of Kids Club Ely Ltd & St John's Preschool on 26th November 2020 (Review November 2021)

Signed _____ Dated _____

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