Parents.

We are about to set up Tapestry this is for adding information about your child. It allows us to send information directly to you. This could be photo's and any other relevant information. Its new to us and may take a little while setting this up. In doing this we will need you to fill in the details below, to allow us to log on using your email address.

Date...........................

Email address...

Signature...

Aims

St. Peters Pre-School ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage and Development Matters documents, to build up a record of each child's achievements during their time with us.

Procedures

- Each child will have a Key Person who will be responsible for the compilation of that child's Learning Journal.
- The Tapestry online system is used to record this, allowing staff and parents to access the information from any computer via a personal, password-protected login.
- 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.
- Observations input into the Tapestry system are validated by a senior member of staff before being added to the child's Learning Journal.
- Parents logging into the system are only able to see their own child's Learning Journal.
- The Learning Journal is started as soon as the child enters the setting. During the first few weeks, entries may be made more frequently as staff get to know the children.
- CARE MUST BE TAKEN NOT TO NAME CHILDREN WHO REQUIRE ANONIMITY IN OBSERVATIONS THAT WILL APPEAR IN ANOTHER CHILD'S JOURNAL.
- All photographs taken of children are downloaded and stored onto one of the Nursery computers. Key staff will be responsible for uploading photos to their children's journals, for annotating. Key staff must keep their key children's photos in named files.
- Tapestry is not used as a general communication tool between Pre-school and home, other than through the Memo tab for daily exchange of information. A child's learning journal 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.

Security and Safeguarding

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to Tapestry can only be gained via a unique user ID and password or PIN number, one member of staff.
- Only St. Peters Pre-School staff and nominated individuals will have access to the child's learning journal.
- All staff accessing Tapestry have an Enhanced DBS and up to date Safeguarding Training
- Staff are reminded that the Confidentiality Policy relates to Tapestry.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- Parent's must give written permission for relatives to be added to view their child's journal.
- The Pre-School will take every step possible to ensure children's data and photographs do not enter the public domain.

Please sign to say you have read our Tapestry Policy

Child's name _____   Signature _____

I give/do not give permission for my child to be in group photographs which may be shared on another child's Learning Journey where appropriate (eg group activities)

Signature _____   Date _____

I agree to protect any images of other children which may appear in my child's learning Journey

Signed _____   Date _____