TAPESTRY POLICY

Statement of intent
At Stepping Stones we use an online system called Tapestry to record and store all observations and assessments relating to each child that attends our Pre-school, Rising 3's and Playgroup. This is a safe and secure online system which allows 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.

Staff safety and security
Staff use tablets to take the photographs and video's for observations which are uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard and may only be taken home by staff members for specific reasons and with the express consent of management.

Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop is provided for this. This will remain in a secure cupboard at Stepping Stones. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs 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 Centre Manager and new login details will be created.

Parents
Parents logging into the system can only access their own child's Learning Journey. Parents may input new observations and photo's, 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 every 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 email the parents a link to a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at Pre-

school. 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.