Tapestry Policy

Introduction

Little Stars Preschool ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

At Little Stars Pre-School we use an online system called Tapestry to record and store all observations and assessments relating to each child's Learning Journey. 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. Parents can also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent / pre-school partnership.

Purpose

This policy sets out the methods and safeguards to be used in creating the Learning Journey using the Tapestry System

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 Little Stars Pre-School; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act (see also the Data protection policy and the Confidentiality Policy).

The Pre-school uses tablets (and laptops) to interface with the Tapestry system, to make entries and observations within the Tapestry System. The tablets are also used to take photographs for the observations which are stored on the Tablets and uploaded into the Tapestry System.

To maintain security:

- Within Pre-school:
    - The tablets are kept in a secure cupboard at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.
    - Photographs stored on the tablets are deleted on a regular basis by a member of staff.
- Each staff member has a secure login which is password and pin protected.

    - 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 individual login in details.
        - Staff are not permitted to download any photographs of the children onto their own devices.
        - Access is logged and tracked by Tapestry's security systems
        - Staff working from home 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.
    - If a member of staff leaves the Preschool, their access to Tapestry will be revoked immediately and their details deleted from the system.

- Parents are provided with log-ins to the Tapestry system but are only able to see their own child's Learning Journey, and are only able to edit their own entries.
- Parents are asked to sign a consent form:
    - giving permission for their child's image to appear in other children's Learning Journeys,
    - agreeing to protect images of other children that may appear in any photos contained in their child's Learning Journey and not to download and share any information on any other online platforms or social networking sites (such as Facebook).
    - If parents withhold this consent their child is only ever photographed alone.
- Parent access will be revoked when the child leaves the Pre-school.
- In certain situations, in written observations, other children may be referred to as 'C1', 'C2', etc. – and not by name.

Staff Responsibilities

Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are encouraged to capture observations for each other's key children.

Staff have allocated time to update journals and assess their key children's next steps. Each staff member will have access to a Tablet to enable them to carry out observations and up-date their key children's learning journeys.

Staff use tablets to take the photographs for observations which are be uploaded to the journals.

Account Set-up

The Learning Journey is set up when the child starts at the Preschool. New children and parent accounts are to be created by the Manager.

    - If parents do not sign the consent form, their child must still have a Tapestry account created for assessment purposes within school, but a parents' account is not provided to them.

- Staff may insert baseline data gathered during the home visit to form the starting point for the journal.
- During the first term, entries may be made more frequently as staff get to know the children.

Learning Journal Observations

Staff Observations

- New observational entries to a child's Learning Journey should be uploaded within two weeks of the observation being made.
- Observations should include sufficient detail e.g. what the child personally says or does.
- Observations should focus on the positives; what has the child done in this observation that they haven't demonstrated before.
- Where possible, most observations should be based on child-led, self-initiated learning experiences during learning play.
- All observations, where appropriate, have assessments attached.
- All photos/ videos should have a comment attached.

Parental / Carer input

- Parents or carers may input new observations and photos, and add comments to existing observations.
- Any observations the parents add should be approved and added into the journal by the staff to ensure appropriate content.
- If parents do 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.
    - With the parents' approval, add any comments or observations they wish to make onto Tapestry.

Oversight

Overviews are to be printed by staff members on at least a half-termly basis using the snapshot tool. The Manager will ensure all members of the team have access to these.

Overviews are to be used to:

- target/ monitor children with limited observations.
- inform planning.

The Manager/Deputy Manager should also 'moderate' the observations across the staff and children to ensure consistency.

Any staff with concerns about the accuracy of a child's/ staff member's observations should highlight these to the Manager.

When Children Leave

- On request, when children move to another setting, 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:
    - parents will receive a link to download a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school.
    - If the school uses Tapestry, we will transfer the Tapestry Journal to the school. If they do not, we will email a PDF to the 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.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Tapestry Policy (v1.0)	02/2020		DH / AP	
Tapestry Policy (v2.0)	03/2022		DH AP	Re-written
Tapestry Policy - Oct24 – v2.1	10/2024		DH AP	Updated template and added version control. Minor changes to wording
Tapestry Policy – v2.2	09/2026		DH SH AP	Minor wording changes