

## Tapestry Policy

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### **How we use the system**

Our online journal is used in two ways. To keep parents posted about what happens during our sessions through group activities and as a record of each child's learning. It is a tool which enables both our nursery and parents to post observations and build a joint record of a child's early learning journey.

### **Group activities - keeping parents posted about what is happening in our sessions**

It is not possible to take a photo of every child doing every activity, so on group activities we include one or two photos to give parents an example. Parents give permission to this on our Registration Form.

Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or we feel the post is relevant to them. They may not always appear in the group activity photo. The assessment underneath the observation is specific to each child, as this feeds into the tracking of their development. When we add group observations, we split the observation and the assessment of each child is changed where necessary. The assessment parents see on these observations are relevant to their child.

We don't mention individual children in the notes section of group activities. If a child is specifically mentioned, their parent/carer are the only one to see this version of the post.

Some activity posts don't carry any assessment because it's just information or photos that we want to share.

Parents will not be able to add comments to group posts – only individual posts specific to their child.

### **Individual Focus Child observations**

Your child will have one focus child assessment a term, which includes the observations taken in the room during that week, our assessment of them under the EYFS and Characteristics of learning and a summary of how they have progressed and the next steps we are working on. You can also add comments to this observations. This is in addition to a settling-in observation when they start or move rooms and regular photos we take of them during play.

## **Planning**

Reports tracking children's areas of learning and age bands are used to direct environment planning and children's next steps.

## **Monitoring good levels of development**

We use Tapestry to produce the following reports:

- Termly focus child summaries
- Termly observation gap analysis – to direct Key Person observations
- Progress tracking
- Two Year Checks
- Snapshot analysis of a child's development
- Next observations and steps

## **Secure profile**

- Each child has their own profile on the system.
- Each parent is given a secure login for their child's profile.
- The activation process is started by Panda Nursery, the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
- Each parent can only see the profile of their own children and / or other children they care for (where permission has been given by the parent).

## **Sharing of Information**

We work in partnership with other settings, childminders and Au pairs to support the development and ensure wellbeing is maintained for shared children, through the transition between us. Summary Reports, Snapshot Reports and Next steps are shared with these partners. Parents give permission for us to share this information on our Registration Form.

## **Photos**

Our journal often shows group shots of children. Parents give us permission on their child's registration form to allow these photos and acknowledge that their child may appear on another child's journal as part of a group photo. Parents can change their mind at any time and are asked to email [ali@panda-nursery.co.uk](mailto:ali@panda-nursery.co.uk) if they no longer give permission for this.

Photos are only take on our 2 Panda cameras as per our Photo Policy – as part of our Safeguarding Policies. Photos are taken off the cameras and copied onto the Panda Laptop on a weekly basis. They are then cleared from the cameras. No photos are left on the cameras during weekends or holiday times. Photos are uploaded to Tapestry directly from the Panda laptop by the Photo Administrator on site. The photos are deleted off the

Panda laptop once children leave the setting. Only photos used for promotional purposes are kept until they are no longer needed (with permission from parents concerned).

## Frequency of posts

During the sessions the staff are focused on the children. Online observations are added in staff's own time after the session and may be added in an irregular frequency. The same is true for any comments or observations you post to us, staff will be viewing these outside of sessions so won't be able to give an immediate response, but will reply as soon as possible.

## Updating off-site

These journals are updated by staff often off-site, through their secure login and in agreement with this Tapestry Policy. Parents are asked to opt-in instead of out of this agreement, on our registration form. Parents can object to this off-site updates at any time by emailing [ali@panda-nursery.co.uk](mailto:ali@panda-nursery.co.uk). A full risk assessment was completed before this process was put in place, which is regularly reviewed and re-evaluated against each new employee or new internal tapestry user.

## Email notifications

When you first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child's journal. To do this – you click on your name at the top right hand side of the screen and then *Edit Preferences* from the drop down menu.

## Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked and subscription registered. This subscription is checked termly
- All staff are given their own login and fictitious passwords to avoid them being guessed
- All staff sign our code of conduct when they start with Panda and are asked to termly reconfirm on our supervision form their acceptance of our Tapestry usage:
  - I understand and agree that my tapestry login and Panda email address is strictly only for my use
  - The login and content cannot be shared with anyone outside of Panda
  - The content cannot be downloaded or discussed outside of Panda
  - Any content printed for internal use from the system must be shredded when finished with
  - I understand my password must not be saved on any device
  - I understand I must ensure I have logged out properly after each session
  - I understand I must take care not to install software on my computer / device that may compromise security
- All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

## Data Collection and Storage

- You can view Tapestry's Data Protection and Privacy Policy on: <https://tapestry.info/privacy.html/>
- Children's profiles are available on Tapestry for parents to download when they leave us and then deleted from Tapestry.
- Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

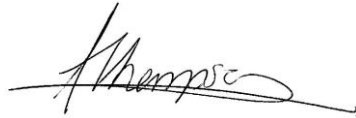
This policy was adopted on: May 2016

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:

Alison Thompson - Director

A handwritten signature in black ink, appearing to read 'Alison Thompson', written over a horizontal line.