



## **TAPESTRY POLICY**

### 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 Early Years team and parents to post observations and build a joint record of a child's early learning journey.

These observations can be either group or individual:

Group observations:

It is not possible to take a photo of every child doing every activity, therefore for group activities we include one or two photos as an example. Therefore, for group observations, relatives will be able to see the information related to the observation.

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 we want to share.

Individual observations:

The EYFS team add individual observations about a child as a way of tracking their development, planning next learning steps and ensuring they make significant progress on their learning journey. We aim to add a mixture of these and group observations weekly.

### Planning

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

## Monitoring good levels of development

We use Tapestry to produce the following reports:

- Regular observation tracking - EYFS team
- Half termly observation gap analysis – to direct observations by the EYFS/KS1 Phase Leader
- Half-termly team monitoring by SLT
- Termly feedback of a child's development (through parent's evenings) - class teachers
- Next observations and steps - EYFS team

## 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 the EYFS team. The parent or carer is sent an email from 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.

## Sharing of information

Tapestry is not to be shared on social media, if a parent is found to be sharing pictures from the learning journals on social media we will ask the parent to remove the post and follow our own safeguarding policies and procedures.

## Photos

Photos are only taken on our class Ipads as part of our safeguarding policies. Photos are taken off the cameras and uploaded to Tapestry on a regular basis. They are then cleared from the cameras.

## Frequency of posts

During the sessions the staff are focused on the children. Online observations are generally added in staff's own time after the session. We aim to add at least two individual observations within a weekly cycle for each child alongside weekly group activity observations. The same is true for any comments or observations you post to us, staff will be viewing these outside of sessions and may not immediately be able to reply to the comments or observations. If you have a query or question regarding your child's learning journal these must be raised with a member of staff.

## 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 to allowing this.

## 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 LCC safer recruitment processes
- All staff are DBS checked and subscription registered
- All staff are given their own login and passwords to avoid them being guessed
- All staff have an agreed code of conduct when they start with The Emmaus Federation, which is updated and reviewed annually.

### Data Collection and Storage

You can view Tapestry's Data Protection and Privacy Policy on: <https://tapestry.info/privacy.html/>  
When children leave Reception, their profile is deleted from tapestry on the 31<sup>st</sup> August the following year (when they leave Year 1). Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

Mrs C Collett  
Executive Headteacher

Ratified: March 2021  
To be reviewed: March 2023