

Chieveley Pre-School: Tapestry Policy

Reviewed and updated in line with EYFS 2024 and secure digital recordkeeping guidance.

This policy outlines the use of the Tapestry online learning journey system to document and support children's development.

1. Aims

Chieveley Pre-School ensures every child has a personal Learning Journey in Tapestry, recording their development, achievements, photos, and observations. These align with the EYFS and reflect progress across all areas of learning.

2. Procedures

- Tapestry is accessed securely via personal logins by staff and parents.
- Learning Journeys begin once a child has started Pre-School and parental consent is obtained.
- Staff upload observations and media, typically within two weeks of being recorded.
- Passwords must be kept secure and staff must log out after each session.
- Tapestry time is allocated weekly to staff for uploading content.
- Other children mentioned in entries are only referred to by first name.
- Parents can view, comment, and add their own observations but cannot edit entries.
- Parents must give consent for images of their child appearing in others' journals.

3. Communication

Tapestry is not used for general communication. Day-to-day communication should be directed through usual channels. Tapestry is strictly for documenting learning and development, and parents may share observations from home within that scope.

4. Security

Tapestry is hosted on secure EU-based servers. All entries are password protected, and access is limited to the child's family and authorised staff. Photographs are not stored on tablets after upload. Tablets are screen-locked and securely stored when not in use.

5. Sharing with Children

Staff share photos with children as they are taken and record their responses. Parents are encouraged to review journals with children at home.



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6. Children and Staff Leaving

When a child leaves, their journal is exported as a PDF for download. Access is closed thereafter. Staff accounts are deactivated on their last day.

7. Parents Without Internet

Parents without internet access may request printed versions of the journal, which will be made available in setting.

8. Review and Approval

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:



Date:



Signed Preschool Chair:

Date: 13.08.25