

## **Chieveley Pre-School**

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)

Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



# **Tapestry Policy**

## **Aims**

Chieveley Pre-school 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. It will also show children's developmental progress through the different age bands of the EYFS.

## **Procedures**

Chieveley Pre-school uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.

The Learning Journey is started once the child has started Pre-school and the parent/guardian has signed the consent form. During the first term, entries will be made more frequently as staff get to know the children.

Staff access allows input of new observations and photos or amendment of existing observations and photos. All staff are responsible for keeping their password secure and logging out after each visit to the Tapestry site. Chieveley Pre-school will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.

In all written observations, other children are referred to first name only.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Parents logging into the system are only able to see their own child's Learning Journey.

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.

Tapestry is not used as a general communication tool between Pre-school and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home. Parents may contact the Pre-school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

## **Security**

The Tapestry on-line Learning journey system is hosted on servers in the EU.

Access to information stored on Tapestry can only be gained by unique user identity and password.

## **Chieveley Pre-School**

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)

Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



## **Safety**

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the staff at Pre-school have access to the journal. The tablets are screen locked during sessions for added security.

Staff use tablets to take the photographs for observations but these will not be stored on the device. Photos will be uploaded to the journal and deleted from the device regularly during the term.

Staff may be required to take the tablets home for charging, account administration or observations. Tablets are never used for personal use and Disciplinary policy would apply for any misuse. At all other times tablets are stored in a locked cupboard at the end of each day and over the holidays as a security measure.

## **Sharing with children**

Staff will share the photos they take with the children as they are taken and will record any comments made by the child on the Tapestry site either under the photo or in with the observation. We will also encourage parents and carers to share the journals at home with their child. Parents are responsible for keeping their password secure.

## **Children and Staff Leaving**

When a child leaves the setting the Learning Journey will be saved as a PDF file and parents will have a limited period of time to download the PDF from the system before access is closed. The Pre-School Manager/Deputy will then delete the child's profile from the system. When a staff member leaves, the Pre-School Manager/Deputy will remove the outgoing staff member's access to the Tapestry system on their last day of work.

## **Parents without internet**

For parents without access to the internet, we will print all the information from Tapestry and put it into a Learning Journal. This will be in the setting for the parent to view upon request, or during parent help session.

**Chieveley Pre-School**

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)


Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



**This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2021-2022**

Signed on behalf of Chieveley Pre-School by the chair.

**Name (Sign):** 

**Date:** 24.11.21.

**Name (Print):** Jenny Hopps

**Date:** 24.11.21.