

Tapestry Policy – Early Years On-line Learning Journal

Aims:

New Earswick Primary School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journey which records photographs, observations and comments, in line with the statutory Early Years Foundation Curriculum. This is to build up a record of each child's achievements during their time with us. It will also show children's developmental progress throughout the different bands of the EYFS. It also helps to provide a strong partnership between school and home as the children develop from when they first enter Nursery (36months) through to leaving Foundation Stage.

Procedures:

At New Earswick Primary School we use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected log in. Whilst each child has a key worker all staff are encouraged to capture observations for all children across the Foundation Stage.

Staff access allows input of new observations and photos or amendments of existing observations and photos. 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 in to the system are only able to see their own child's Learning Journey.

As part of our on-line safeguarding policy 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. This is separate from our photography and use of images consent form as the information is not accessible without a personal log-in. Before accessing the system parents have to sign to agree not to download and share any information on any other on-line platforms or social networking sites, such as Facebook and Twitter.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as a way of sharing general information. Discussion regarding general progress and development or concerns are done face-to-face with parents/carers at school.

Observations are regularly monitored by senior leaders and assessed during Phase meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality. (Tapestry will automatically log out after a period of inactivity).
- Staff MUST NOT share log in or password details with any person not employed by Pathfinder Academy.
- Staff should not share any information or photographs relating to children with any person not employed by the Academy.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g laptop/i-pad that they are using and report any missing devices.
- Tapestry will only be accessed through portable devices belonging to the school.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of New Earswick Primary School.
- At all times staff must comply with school Safeguarding policies and safe Computer use policies.

This policy runs in conjunction with the following policies:

- Internet Use Policy
- Social Media Policy
- Safeguarding Policy
- Data Protection Policy

Date implemented:

Review date:

Signed: