

The Coastal Federation

**Bacton Primary School Starfish
Preschool**



Mundesley Infant School



Mundesley Junior School



Tapestry Policy

Policy Statement

At The Coastal Federation, including Starfish Preschool we provide all children in reception or pre-school with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the pre-school through to when they move up to year 1 or leave to attend another primary school (or for any other reasons if before this time).

Procedures

At Starfish Preschool we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key person who is responsible for their development and the compilation of their learning journals, however all staff can contribute observations for any child. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment (or 'reply') to observations that staff have input as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content. Before parents are linked to their child(ren)'s learning journal they are asked whether they give permission for their child's photo to appear in other children's learning journals. Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff 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.
- Staff log in will only be linked to an email account provided by the setting (Not a personal account).
- Staff should not share log in or password details.
- Staff should only share information and photographs relating to a child with the child's parents/carers and other professionals for the purposes of assessment.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices. All devices are password protected.
- If accessing Tapestry with a private computer, not on pre-school premises, staff must maintain confidentiality and professionalism. Staff should not make downloads from Tapestry onto a private computer.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Starfish Pre-School.
- At all times staff must comply with Coastal Federation E-safety, Social networking and Safeguarding policies.

Tapestry on-line user agreement

You will have access to Tapestry on-line during your child's time at the setting and at the point your

child leaves us you can be provided with a pdf on a DVD of your child's time with the group. It will include photographs of your child at play with other children, and as such images of your child will appear in other children's learning journeys (i.e – when they are playing together). To comply with GDPR 2018, we need your permission before we can include photographs in this way.

If you do not agree to any of the following statements please speak to the Starfish Manager to discuss the steps that need to be taken to adhere to your wishes.

Please tick statements to show agreement



I consent to photographs and videos of my child being taken by authorised personnel representing Starfish Pre-School and being used in my child's personal secure Tapestry on-line learning journey.	
I consent to photographs and videos containing my child's image being included in other children's learning journals.	
I consent to treat photographs and videos containing images of other children as for my own personal information only (This means that the information cannot be shared with others or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example any such photographs cannot be posted on a social networking site or displayed in a public place)	
I agree to keep my log in details secure	

Please note that should we find parents/carers using this service inappropriately their access may be terminated. This form is valid for the duration of your child's time at the setting

Signed by parent/carer:

Date:

Name of child:

Child's date of birth:

A Parents' Guide to Tapestry

Introduction All children attending Starfish Pre-school have a personal on-line Learning Journey which

records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us. We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start? We will set up an account for you. You will be sent an email to the address you have given on your enrollment form with a link to complete your account access. You can choose to access Tapestry via a web browser at <https://tapestryjournal.com> or using the Tapestry app on your phone or tablet. More information is available at <https://eyfs.info/forums/topic/47795-tutorials-contents-page-for-relatives/>

Changing your settings on the computer At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journey Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

If you have any problems viewing or adding to your child's learning journey do please ask a member of staff for help.

Starfish Pre-School

Information for Tapestry Login

Child's name:

Relative 1

First name:

Surname:

Email:

Does this person live with the child? (Please delete) Yes /No

Relative 2

First name:

Surname:

Email:

Does this person live with the child? (Please delete) Yes /No

I (Your name) have parental responsibility for (child's name) and I give permission for Starfish Pre-School to add the two names and email addresses above to the Tapestry system and therefore give permission for them to have access to my child's online learning journal.

Signed:

Date: