



Tapestry Policy Statement

At Beckside Pre-School & Nursery we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety and security

Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are owned by Beckside Pre-School & Nursery and kept at the setting. Each mobile device has a passcode. Staff should have minimal need to work on journals at home. Where there is insufficient time for this to be completed at the setting, they are permitted to remotely access Tapestry using their own device. Their access is logged and tracked by Tapestry's security systems. Staff are not permitted to download any photographs or progress reports and personal data onto their own device. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. Tapestry automatically signs out the user if they are inactive for a period of time. If any member of staff suspects that their login details have been compromised in any way, they must inform the Owner/Manager and new login details will be created.

The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Beckside Pre-School & Nursery. We are the registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by staff members.

Parents Logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. 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. If parents withhold this consent their child is only ever photographed alone, and no shared observations are made including that child.

Parents without internet access

For parents without access to the internet, we will print observations and progress reports from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

When children leave

When children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. We do this by emailing a transfer code to the parent/carer to pass on to the new setting. When a child leaves the setting to start school, we will download a Pdf copy of their child's Learning Journey on Tapestry. The parent will receive a notification from Tapestry when the learning journal and Pdf is ready to save to their own files. Once the child leaves the setting, we will delete their account. We have 90 days in which to restore their account with Tapestry. After 90 days the data is permanently deleted and moved to Tapestry's backups for another 90 days.

This policy has been adopted by Beckside Pre-School & Nursery

Date: May 2022

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