



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 an holistic view of the child and strengthen the parent partnership. Beckside uses other features available through Tapestry including daily registers and accident forms.

Safety and security

Staff use tablets to take photographs of the children for observations which are uploaded to the child's Tapestry online journals. The tablets are owned by Beckside Pre-School & Nursery, are kept securely onsite and set up with a passcode unique to each play room. Passcodes provide an extra layer of security to the device to reduce the risk of a data breach and in the event of loss or theft of the device. Staff members are set up with access to the main Tapestry account as well as assigned a 4-digit pin number. All staff have permission to use the daily online registers to sign children in and out of their sessions, add absence notes where applicable and general notes regarding the child's session. This ensures that any planned absences are logged efficiently and monitored in line with our Safeguarding policy and other related policies. All staff have permission to add and complete an online accident form in Tapestry.

Staff should have minimal need to work on journals at home. Where there is insufficient time for this to be completed in the setting, staff are permitted to remotely access Tapestry using their own device. However, their device must have a passcode to ensure the device is secure. Staff are not permitted to download and save 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 other people around them and make sure they are not overlooked when accessing Tapestry to protect sensitive information being shared; in line with our Data Protection and Confidentiality, Safeguarding and other related policies. Staff must logout as soon as they have stopped working on Tapestry. 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 immediately. Staff access is logged and tracked by Tapestry's security systems. Beckside tablets are maintained regularly which includes software updates and permanently deleting images stored on the device that are no longer needed to support observations.

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 on to the system can only access their own child's Learning Journey. Parents are encouraged to contribute to their child's online journal with observations from home as well as commenting on observations made by staff. Parents are asked to sign a Tapestry consent form on registration to the setting which includes providing consent for their child's image to appear in other children's Learning Journeys, in addition to images used in the setting's displays, website and marketing material and through our social media channels.

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 Becksides Pre-School & Nursery

Date: October 2023

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