

**Guildhall Feoffment Pre-school & Nursery**

**Tapestry Policy**

**Statement of intent:**

 At Guildhall Feoffment Preschool and 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.

**Parents:**

Parents logging in to the system can only access their own child’s Learning Journey. Parents may input new observations and photo’s and add comments to existing observations. They do not have the necessary permission to edit existing content. Children, other than their own child, appearing in any photograph will have their faces obscured to protect identity and privacy.

**Parents without internet:**

For parents without access to the internet, we will print all the information 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.

**Updating via the control panel/off-site:**

These journals can be updated by staff (Manager, Deputy Manager and Room Leader). The Manager can also update the journals off-site, through their secure login and remote access and in agreement with this Tapestry Policy. Parents can object to this off-site updates at any time by emailing leader@feoffmentpreschool.org. A full risk assessment was completed before this process was put in place, which is regularly reviewed and re-evaluated against each new employee or new internal tapestry user.

**Safeguarding:**

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 kept in a secure cupboard at our setting. Staff will be allocated time at work to update journals and assess their key children’s next steps. Staff are not permitted to download any photographs of the children onto their own devices. If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school manager and new login details will be created. The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by our setting; we are registered controllers of data with the Information Commissioner’s Office and are bound by the General Data Protection Regulations. (We do NOT use the enable push notification as it goes outside of the E.U.) Photographs stored on the tablets are deleted on a regular basis by a member of staff.

**Accident/Incidents:**

All accidents and incidents are recorded on Tapestry where the parents/Carers can sign to say their have read and understood. We keep a hard copy of all accidents and incidents, and this is protected by GDPR.

•All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).

• All staff are DBS checked and subscription registered. This subscription is checked yearly

• All staff are given their own login and fictitious passwords to avoid them being guessed

• All staff sign our code of conduct when they start with us and are asked to yearly reconfirm on our supervision form their acceptance of our Tapestry usage:

o I understand and agree that my tapestry login and email address is strictly only for my use

o The login and content cannot be shared with anyone outside of the setting

 o The content cannot be downloaded or discussed outside of the setting

o Any content printed for internal use from the system must be shredded when finished with

o I understand my password must not be saved on any device

o I understand I must ensure I have logged out properly after each session

o I understand I must take care not to install software on my computer / device that may compromise security

 • All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

**Data Collection and Storage:**

 • You can view Tapestry’s Data Protection and Privacy Policy on: <https://tapestry.info/privacy.html/>

• Children’s profiles are copied onto a cd for parents when they leave us and deleted from Tapestry.

• Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

Signed: T Bucher

Date: February 2023 Review date: February 2024