

Tapestry Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Human Rights Act 1998
Convention on the Rights of the Child UNICEF 1992	Mobile Phone Policy
Data Protection Act 2018	Staffing and Employment Policy
Freedom of Information Act 2000	Whistleblowing Policy

Merry go Round Day Nursery use Tapestry, an online Learning Journey system, which allows staff to complete Learning Journeys electronically using password protected login. Staff will add new observations using photos and text, highlighting areas of development and other tools to provide a clear record for each child and complete next steps to ensure children are progressing. Staff will also be able to edit existing material.

Staff are given an Amazon Fire Tablet for their sole use, that is password protected. This has been secured to only allow access to the Tapestry app. All other apps have been disabled and password protected. Each staff member will have their own unique login for Tapestry, which can only be accessed by them and management/supervisors. Staff will not be permitted to share their login with other staff members or any other person, including relatives. The Tapestry app will have access to the Wi-Fi at the setting, however, internet access to any other internet sites or apps is disabled. Staff are not permitted to download any photographs of the children onto their own devices. If staff suspects that their login details have been compromised in any way, they must inform managers and new login details will be created. (see whistle blowing policy)

Parents can access their child's information from any computer via a personal, password-protected login. Parents can add their own observations and photos, adding their own comments to existing observations to help create a fully holistic view of the child. Parents will not be able to edit existing material.

Management and Supervisors will moderate input and observations added to the Tapestry system before being added to the child's Learning Journey. Photographs and are deleted on a weekly basis once parents have received them.

Parents will be provided with their own login and will only be able to access their own child's information. This will be provided within the first term of the child's start date.

Parents sign a consent form (included in registration forms) to allow their child's image to appear on other children's Learning Journeys. Staff will avoid other children appearing on photographs when possible. Other children shall not be named in observations. Looked after children

Tapestry online Learning Journey is hosted on UK based secure, dedicated servers. All access to Tapestry is via unique login identification.

All data held on our Tapestry account is owned by Merry go Round; we are 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 a member of staff.

Merry-go-Round Day Nursery Policy

Only management can access the full Tapestry program. Management is responsible for adding and removing staff and children accordingly. If staff leave the setting, their login will be deleted.

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will send a PDF to the setting. Information will only be shared with another setting after gaining signed permission from parents.

When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at nursery. The child's information, and their Learning Journey, will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024