

Tapestry Policy- EYFS online Learning Journal



**Intent**

At Church Lane Primary School we ensure that all children attending Nursery and Reception have a personal learning journey. We will electronically record photos, videos and observations in line with the statutory Early Years Foundation Stage framework. We hope that by having an electronic learning journey, parents/carers will also upload their own observations. This will build up a picture of the holistic development of each child and monitor progress throughout the child’s EYFS journey.

**Implementation**

We use the secure on-line system Tapestry which allows staff and parents to access the information via a personal password protected login. Staff access allows input of new observations and photos or amendment of existing observations and photos. Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations that are uploaded to the Tapestry system will be authorised by the EYFS Lead before being added to the child’s Learning Journey. Parent access allows them to reply to observations, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child’s Learning Journey.

**Impact**

By moving forward and using Tapestry as an online Learning Journey we believe that it will have a positive impact in the following ways:

* Fantastic tool for capturing and sharing information between parents and the school
* A document that records all the wonderful learning that takes place at home and in school
* A more effective picture of the holistic child will be evident
* Progress will be clear and seen by both school and parents
* Improve our parent partnership and provides an alternative communication method

**Safeguarding**

 Before Tapestry accounts are set up, parents are asked to sign the following:

* I give consent for a Tapestry account to be created for my child
* I give consent for a Tapestry account to be created for me
* I give consent for my child’s image to appear in other children’s Learning Journeys
* I agree not to share or publish in any way, including social media sites

**Safe Use Agreement**

* Staff should log out of Tapestry app / programme and exit browser when they have finished in order to maintain confidentiality
* Staff must not share log in or password details with anyone not employed by Church Lane Primary School and Nursery
* Staff should not share any information or photographs relating to children with any person not employed by Church Lane Primary School and Nursery
* Staff will take all responsible steps to ensure the safe keeping of any portable devices
* Staff should report of any missing devices
* If accessing Tapestry on a private computer, or not on school premises, staff must maintain confidentiality
* All entries on Tapestry remain the property of Church Lane Primary School and Nursery
* At all times staff must comply with the Child Protection / Safeguarding policies of the school and Internet Safety policies.
* Should we find parents / carers using Tapestry inappropriately their access **will be** terminated.