



**Policy Document for  
Little Stars Day Nursery.  
Tapestry Policy.**

## Change Control

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## Revision History

Version	Type	Date	History
V1	New	August 2016	New
		July 2017	Reviewed – slight amendment
		August 2018	Reviewed and amendments made
		August 2019	Reviewed
		August 2020	Reviewed
		August 2021	Reviewed
		March 2022	Updated and amendments made.
		October 2022	Reviewed

## Tapestry Policy.

### **1. Introduction**

At Little Stars Day 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.

### **2. Safety and security**

Staff use the I-Pads 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 I-Pads are kept in a secure cupboard at Little Stars Day Nursery, which only Management and Supervisors have access to with a key. Staff are aware they must not take the I-pads home with them, nor are they allowed to access Tapestry online at home from any device.

Staff will use work time to update journals and assess their key children's next steps. Staff can either use the I-pads to do this or the nursery computer. A dedicated computer is provided for this. The computer is password protected and meets the TEC Partnership's security requirements. ***(Details of this can be found on GIFHE website)*** Staff will only use the nursery I-Pads and computers and are not permitted to download any photographs of the children onto their own devices.

Staff must logout of Tapestry if they are not using it, and I-Pads must be turned off at the end of their working day.

If any member of staff suspects that their login details have been compromised in any way, they must inform the nursery managers 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 Little Stars Day Nursery ***(and GIFHE; 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.

In order to control photos, images and the content of observations such content is proof read/checked before being approved to tapestry whereby cares/parents can then see the uploads.

### **3. 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. 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.

#### **4. 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.

#### **5. When children leave**

When children move to another setting or leaves to start school we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, it is your responsibility as parents/carers to download their journal from tapestry.

When a child leaves the setting, we will create a PDF copy of the child's Learning Journey so parents/carers have a lasting record of their child's time at Little Stars. Parents can then log onto their Tapestry account and download this. Once the PDF has been created parents only have three weeks to complete this process before the PDF disappears. After three weeks the parents and child's tapestry account will be deactivated.

The steps to complete this are as follows;

1. Log on to your Tapestry account using the web browser NOT the app.
2. Once logged on click on your name in the top right hand corner, when this drops down click 'downloads'
3. When you have clicked on this press the blue download button and from here your child's PDF will open.

## **6. General Data Protection Regulations**

Parents/carers will be asked to sign a document which gives permission for their children to have a Tapestry account with us, on this document is also a section they will sign to agree to the guidelines when accessing and using tapestry as a parent/carer.

This document is also where parents/carers will provide us with the email, password and pin they wish to set for their own personal account. It is then their responsibility to remember the password and pin they have set as once Little Stars has set this up for them this information will be shredded following General Data Protection Regulations.