



Tapestry Policy

Policy Statement.

At The Lancaster School we provide all FSU children with an 'online learning journal' through the platform of 'Tapestry' (tapestryjournal.com), which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home. We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage.

Procedures.

At The Lancaster School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.

- Each child is allocated a key worker (usually the class teacher) who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's children.
- Observations inputted into the Tapestry system are approved by the child's Class Teacher before being added to the child's Learning Journey.
- New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to by initials and not by name, unless we have a written or verbal consent from the parents.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos - any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between The Lancaster School and parents, it is not to be used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or



contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.

- Observations are regularly monitored by the EYFS leader and moderated during staff meetings to ensure they are providing relevant and informative information.

Security

- The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by an unique user ID and password.
- As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child.
- All staff at The Lancaster School have up to date safeguarding and e-safety training.
- Staff use iPads to take photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted from the device. If the photo cannot be uploaded onto Tapestry immediately (such as when there is limited or no Wi-Fi access) the photo will be stored on the iPad until it can be uploaded. Photos will not be stored on the iPad for longer than 1 week.
- Staff are not permitted to take the iPads home and they will remain on the school premises at all times.
- Staff wishing to update Learning Journeys at home are able to access the secure Tapestry site.