



TAPESTRY POLICY


This Policy document relates to the operation of:
GBNFC Group

Grendon & Billesley Nursery at Grendon Rd, B14 4RB
GBNFC Children's Centre - based at the Chinnbrook Centre
GBNFC Group at the Chinnbrook Centre B13 OET

Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG

Date Agreed by the Management Board: January 2020

Review: January 2021

Signature: 

TAPESTRY POLICY

At the GBNFC Group we provide all children attending an 'online learning journal' through the platform of 'Tapestry' 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 as the children develop from when they first attend the nursery through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures:

- At the GBNFC Group, 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 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.
- 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 parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- 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 nursery and parents, it is not 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 concerns will be done during a face to face conversation at the setting during a prior agreed time.



- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement:

- Staff should log out of the Tapestry app or programme when they are finished in order to maintain confidentiality.
- Staff should not share login or password details with any person not employed by Grendon and Billesley Nursery and Family Centre.
- Staff should not share any information or photographs relating to children with any person not employed by Grendon and Billesley Nursery and Family Centre.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on nursery premises, staff must maintain confidentiality and professionalism.
- All staff must sign a User Agreement in the procedures to using Tapestry (form attached).
- All electronic devices that are used in the rooms are to be signed in and out by management and are monitored.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of the GBNFC Group.
- At all times staff must comply with Child Protection policies and computer safe use policies.

This policy runs in conjunction with the following policies:

- Mobile Phone, Camera and Internet Policy
- Key Person Policy
- Safeguarding Policy
- E-safety Policy and Procedures



STAFF AGREEMENT

All staff using the system will adhere to a Staff Agreement where they shall:

- Only use devices supplied by the setting for their intended use and in line with their role as an employee of the GBNFC Group.
- Devices are not to be taken off site without permission.
- Not to download any images or information to personal computers/ tablets/ mobile phones.
- Not to use devices for personal use.
- Not allow family members to use devices.
- Not to share the information stored with anyone other than the Manager and EYFS staff.
- Ensure that the login details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photo's stored on the device as soon as they have been added to the online Learning Journal.
- Do you login to Tapestry at home without the Manager's permission?
- Adhering to full policy, E-Safety and Tapestry Policy.

All members of the organisation that have access to Tapestry will sign an agreement. Failure to adhere to the Code of Conduct will result in disciplinary action.

Signature of Staff Member in agreement to the statements above.

Print Name:.....

Sign Name:

Date:

