



Tapestry Policy **October 2017**

Ratified by the Governing Body: Autumn 2017

Review Date: Autumn 2020

At Harlowbury Primary School 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 families 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.

Procedures

Harlowbury uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer 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 most existing material.

Parents logging into the system are only able to see their own child's Learning Journal.

A child's learning journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

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 unique user id and password.

As part of our commitment to safeguarding our children, all learning journals are password protected so that parents and carers can only access the account of their child. Other than family, only staff working directly with the children have access to the journal.

Staff use school iPads or cameras to take the photographs for the journal.

Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

Parents sign an agreement stating that they agree to use tapestry in accordance with the guidelines - see attachment.

Staff also sign an agreement stating that they agree to the guidelines - see attachment.

Parents without internet

Those parents without access to the internet are invited into school to view their child's learning journal.

Agreed guidelines for accessing and using Tapestry Learning Journals

As a parent/carer I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Accept that my child's photograph may appear on their friends' learning journal and I may see pictures of my child's friends on my personal account.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journal.
- Only add appropriate photos/comments that are linked to my child's learning.

I agree to the guidelines for accessing and using Tapestry Learning Journals

..... (Child's full name).

The e-mail address(es) I would like to link with the account so I have access to my child's Learning Journal is;

Name
Relationship to child
Email address
Name
Relationship to child
Email address

OR

<input type="checkbox"/>	If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journal in school during specific times throughout the year.
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Signature: _____ Date: _____

Tapestry Staff Guidelines

All users of Tapestry must adhere to the following guidelines and sign below in order to have access to Tapestry;

- To regularly update new observation entries
- To relate observations to the child's learning
- Staff will only take appropriate photos linked to children's learning/ characteristics of learning. Please note that photo evidence for Health and Self does not include toileting needs or dressing and undressing (other than fastening coats and a button on closed shirts)
- For staff to log into Tapestry using their own password details
- For staff to keep their log in details safe and not share them with anyone
- If staff are taking iPads home they must not allow anyone to use their iPad
- iPads are only to be used for work related purposes
- Images and videos are not to be exported onto any home devices

I agree to adhere to all of the above guidelines and will use Tapestry in a professional manner.

Name:.....

Sign:.....

Date:.....