



Kenilworth Primary School - Tapestry Policy

Ratified: September 2019

To be reviewed: July 2021

Tapestry

How we use the system

Our online journal is used in two ways. To keep parents posted about what happens during our sessions through group activities and as a record of each child's learning. It is a tool which enables both our Early Years team and parents to post observations and build a joint record of a child's early learning journey.

These observations can be either group or individual:

Group observations:

It is not possible to take a photo of every child doing every activity, therefore for group activities we include one or two photos as an example. Therefore, for group observations, relatives will be able to see the information related to the observation but not the photographs to protect the privacy of the other children.

Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or we feel the post is relevant to them. They may not always appear in the group activity photo. The assessment underneath the observation is specific to each child, as this feeds into the tracking of their development. When we add group observations, we split the observation and the assessment of each child is changed where necessary. The assessment parents see on these observations, are relevant to their child.

We don't mention individual children in the notes section of group activities. If a child is specifically mentioned, their parent/carer are the only one to see this version of the post.

Some activity posts don't carry any assessment because it's just information we want to share.

Parents will not be able to add comments to group posts – only individual posts specific to their child.

Individual observations:

A child's key person and the rest of the team add individual observations about a child as a way of tracking their development, planning next learning steps and ensuring they make

significant progress on their learning journey. We aim to add a mixture of these and group observations weekly.

Planning

Reports tracking children's areas of learning and age bands are used to direct session planning and children's next steps.

Monitoring good levels of development

We use Tapestry to produce the following reports:

- Regular observation tracking
- Half termly observation gap analysis – to direct Key Person observations
- Termly team monitoring
- Half termly feedback of a child's development (through parent's evenings and learning fairs)
- Next observations and steps

Secure profile

- Each child has their own profile on the system.
- Each parent is given a secure login for their child's profile.
- The activation process is started by Kenilworth Primary, the parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
- Each parent can only see the profile of their own children

Sharing of information

We do not share information with any other setting. We will only share information with parents of the child, it is then at their discretion whether they pass this information onto other agencies and settings. It is never to be shared on social media, if a parent is found to be sharing pictures from the learning journals on social media, their account will be deactivated.

Photos

Photos are only taken on our class Ipads as per our Photo Policy – as part of our Safeguarding Policies. Photos are taken off the cameras and uploaded to tapestry on a regular basis. They are then cleared from the cameras. Where permissions have been granted, photos are kept until no longer needed.

Frequency of posts

During the sessions the staff are focused on the children. Online observations are added in staff's own time after the session and may be added in an irregular frequency. We aim to add at least one Key Person observation within a fortnightly cycle for each child and weekly

activity observations. The same is true for any comments or observations you post to us, staff will be viewing these outside of sessions and will not reply to these comments or observations. If you have a query or question regarding your child's learning journal these must be raised with a member of staff or it will not be responded to.

Updating off-site

These journals are updated by staff often off-site, through their secure login and in agreement with this Tapestry Policy. Parents are asked to opt in to allowing this, through the code of conduct form. Parents can object to this off-site updates at any time by emailing admin@kenilworth.herts.sch.uk. A full risk assessment was completed before this process was put in place, which is regularly reviewed and re-evaluated against each new employee or new internal tapestry user.

Email notifications

When you first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child's journal. To do this – you click on your name at the top right hand side of the screen and then Edit Preferences from the drop down menu.

Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked and subscription registered. This subscription is checked termly
- All staff are given their own login and fictitious passwords to avoid them being guessed
- All staff have an agreed code of conduct when they start with Kenilworth, which is updated and reviewed annually.

All staff with a tapestry login sign the following code of conduct:

- I understand and agree that my tapestry login and work email address is strictly only for my use.
- The login and content cannot be shared with anyone outside of Kenilworth
- The content cannot be downloaded or discussed outside of Kenilworth
- Any content printed for internal use from the system must be shredded when finished with
- I understand my password must not be saved on any device
- I understand I must ensure I have logged out properly after each session
- I understand I must take care not to install software on my computer / device that may compromise security

All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

Data Collection and Storage

You can view Tapestry's Data Protection and Privacy Policy on:

<https://tapestry.info/privacy.html/>

When children leave Reception, their profile is deleted from tapestry on the 31st August the following year (when they leave Year 1). Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.