**Tapestry Policy** Written September 2020

Twyford Playgroup ensures that all children attending the setting have a Personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage. At the playgroup, this takes the form of both a book, as well as the online Learning Journal system (Tapestry). We use observations of the children’s individual planning, needs and interest to build up a record of each child’s achievements during their time with us. It will also show children’s developmental progress through the different age bands of the EYFS.

Procedures:

* Twyford playgroup uses the online Learning Journal system (Tapestry), allowing parents to access the information from any computer via a personal, password-protected login.
* Tapestry is only accessed by staff on playgroup devices whilst on site and each member of staff has their own log in codes and passwords.
* Each child will have a key person allocated to them who will be responsible for the completion of that child’s Learning Journal.
* Staff access allows input of new observations and photos or amendment of existing observations and photos.
* The Manager and Supervisor both have Manager accounts which enables them to proofread observations that have been written and make amendments where necessary.
* Twyford playgroup must have parental permission before they set up a Tapestry account for that child.
* In all written observations, all children are referred to by their first name only.
* Parents/carers must give permission for their child’s photograph to appear in other children’s observations.
* Staff must be made aware of any children that are not allowed to be in photographs on Tapestry.
* Parents logging into the system are only allowed to see their own child’s Learning Journal.
* Parents 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 existing material.
* If any member of staff suspects that their login details have been compromised in any way, they must inform the manager immediately and new login details will be created.
* Photographs stored on tablets are deleted on a regular basis by key workers.
* Tapestry is not used as a general communication tool between playgroup and home. 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.
* Parents may contact us through the usual channels for any other day-to-day matters, eg absence, lost property etc.

**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 Journal. This will be in the setting for the parent to view and will be available to take home.

**Transitions**

When children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting. When a child leaves the setting to start a school, we will email the parents a PDF copy of their child’s Learning Journal s they have a lasting record of their child’s time at playgroup. The child’s information, and their Learning Journal will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

**Security**

* The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Twyford Playgroup; we are registered controllers of data with the Information Commissioner’s Office and are bound by the Data Protection Act.
* Access to information stored on Tapestry can only be gained by unique user ID and password.
* Practitioners must only use Tapestry on playgroup devices whilst on site.
* Parents can only see their child’s information and are unable to login to view other children’s Learning Journals.
* If any member of staff suspects that their login details have been compromised in any way, they must inform the playgroup manager and new login details will be created.
* Photographs stored on the ipads are deleted on a regular basis by key workers.
* The ipads are kept in a lockable cupboard at the playgroup.

Playgroup Manager: Pamela Lawrence Date: 1st September 2020

Chair of the Committee: Francesca Carr-Roberts Date: 1st September 2020

Lead Safeguarding Officer: Claire Wing Date: 1st September 2020