

Tapestry

At Melbourn Playgroup 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 parents and carers 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.

Safety and security (including the use of Tapestry at home)

Staff use tablets and ipods to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets and ipods are kept in a secure cupboard or locked in the office at playgroup and may only be taken home by staff members for specific reasons and with the express consent of management. Staff will be allocated time at work to update journals and assess their key children's next steps. Staff who need to work on journals at home may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the playgroup managers and new login details will be created. Staff will sign annually a copy of using Tapestry at home expected conduct. The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Melbourn Playgroup we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect

images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

Parents without internet

For parents without access to the internet, we will offer them regular opportunities for them to come in and view their child's tapestry at playgroup.

When children leave

When children move to another setting or moves to school, we will transfer the Tapestry account to the new setting/school, if they also use Tapestry. If they do not, if requested we will email a PDF to the setting or the parent. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair