

Duddon Saint Peter's School



Tapestry Online Learning Journal Policy

Aims

At Duddon St. Peter's CE Primary School, an online system called Tapestry is used to record and store 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. It will also show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

Procedures

Tapestry allows staff and parents to access the child's Learning Journey from any computer or tablet via a personal, password-protected log-in.

- 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 existing material. Parents logging into the system are only able to see their own child's Learning Journey.

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. Observations input into the Tapestry system are validated by the child's class teacher before being added to the child's Learning Journey.

The Learning Journey is started once the child has started the school. New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made. In all written observations, other children are not referred to by name, unless we have a written or verbal consent from the parents.

All photographs taken of children are either immediately uploaded to Tapestry or are stored securely on the iPad before being uploaded within one week.

A child's Learning Journey 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.

If a child leaves in the middle of the school year a printed copy of the Learning Journey will be given to the child before they leave. Permission will be sought from the parent before Tapestry is sent electronically to a new school.

In the event that a parent does not have access to the internet, a computer or a tablet to be able to view their child's Learning Journey, we will invite them into the school where they will be able to gain access.

Group activities

It is not possible to take a photo of every child doing every activity, so on group activities one or two photos are included to give parents an example. Parents give permission for this on our Permission Slip. Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or if it 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 group observations are added, the observation and assessment of each child is changed where necessary. The assessment which parents see on these observations is relevant to their child. Individual children are mentioned in the notes section of group activities. If a child is specifically mentioned, their parent/carer is the only one to see this version of the post. Parents will not be able to add comments to group posts, only to individual posts specific to their child.

Photos

The journal may show group photos of children. Parents give permission on their child's Permission Slip to allow these photos and acknowledge that their child may appear on another child's journal as part of a group photo. Parents can change their mind at any time.

Photos are only taken on school cameras, in agreement with our Safeguarding Policies. Photos are taken off the cameras and stored on a school computer on a weekly basis. They are then cleared from the cameras. No photos are left on the cameras during weekends or holiday times. Photos are uploaded to Tapestry directly from the school computer on site. The photos are deleted from the computer once children leave the setting. Only photos used for promotional purposes are kept until they are no longer needed (with permission from parents concerned).

Security

- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by a unique user id and password.
- As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the child's class teacher/s, teaching assistants and the Head teacher have access to the Learning Journey.
- All staff at Duddon St. Peter's CE Primary School have up to date safeguarding and e-safety training.
- Staff use iPads to take photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted from the device. If the photo cannot be uploaded onto Tapestry immediately (such as when there is limited or no Wi-Fi access) the photo will be stored on the iPad until it can be uploaded. Photos will not be stored on the iPad for longer than one week.
- Staff are not permitted to take the iPads home and they will remain on the school premises at all times, unless specific permission has been granted by the Head teacher. They are to be stored securely at the end of each day and over the holidays.
- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked.
- All staff are given their own login and password.

All staff sign our code and are asked to annually to confirm on our policy their acceptance of our Tapestry usage:

- I understand and agree that my Tapestry log-in and email address is strictly only for my use.
- The login and content cannot be shared with anyone outside of school.
- The content cannot be downloaded or discussed outside of school.
- 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

- Tapestry's Data Protection and Privacy Policy can be viewed at:
<https://tapestry.info/privacy.html/>

All staff with access to Tapestry are required to sign to ensure they follow and agree with this policy annually. This policy will be reviewed annually.

Date: *February 2018*

Date of review *Spring 2019*