

Tapestry Policy

Monty's Daycare ensures that all children attending the setting have a personal learning journal which records photos, observations and comments, in line with the EYFS (Early Years Foundation Stage), to build a record of each child's achievements during their time with us.

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 children and strengthen the parent partnership.

The Tapestry system provides a quick and easy record that can be accessed by parents or relatives anywhere they have internet access and will therefore be more current than the paper based record.

Procedures

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Monty's Daycare 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 or photos
- Parent access allows input of new observations and photos- parent logins do not have the necessary permission to edit existing material
- Observations input into the Tapestry system are moderated by management before being added to the child's Learning Journey.
- 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 Learning Journey. Parents who sign this agreement also then agree that they will not use the photos of their children which may also contain other children for anything other than personal use; so must not go on any social networking sites or any other type of public use.
- The Learning Journey is started once the child has started nursery. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to by first name only.
- Tapestry is not used as a general communication tool between Nursery staff and home. 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.

- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, updates etc.

Safety and security

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 key person and the management team have access to the journal. Staff are not permitted to take the tablets home and will remain on the premises at all times. They are to be stored in a locked draw at the end of each day. The Tapestry is hosted on secure dedicated servers in the UK

How to use Tapestry

Parents must sign permission to enable Monty's Daycare to set up an account. Any additional users to your child's account (such as grandparents for example) can only be granted access by Monty's Daycare.

To login to your child's journal

- Go into the website <https://eyli.org/> or download the app from iTunes/ Android in the Education section (search for Tapestry Mobile)
- Put in your personal email and password (Monty's will set the password we have on file for security collection. If you are not sure please ask the office. We strongly recommend that you change your password on your first visit.
- Parents/ carers can then view their child's journal and look through the observations; these can be printed off if parents wish to keep a paper copy.
- Parents/ carers are able to add their own comments at the bottom of the observations.

Parents without internet access

If parents have no access to the Internet a paper learning journal will be produced.

Other linked policies

Acceptable Use Policy

Safeguarding Policy

Recording Devices Policy

*This policy was created at a meeting during March 2016, Rachel Whitley (Nursery Director), Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Nursery Manager) were present.
(Policy to be reviewed during the month of September 2016, autumn term).*