



Little Monkeys Day Nursery & Pre School

Tapestry On-Line Journal Policy

EYFS: 2.1 & 3.4

All children attending Little Monkeys Day nursery & Pre-School have a personal on-line Learning Journey, which records photos, observations and progress reports in line with the Early Years Foundation Stage Curriculum to build up a record of the individual children's experiences during their time here.

The name of the software is Tapestry, a system which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images making tapestry a safe and secure on-line Learning Journey tool.

- Permission is sought from parents/guardians before any child has an on-line Learning Journey account.
- Only parents and legal guardians will be given login details to their child/ren's Learning Journey outside of the nursery team, unless parents give permission for other family members/friends.
- Observations input into the Tapestry system are moderated by a member of the management team.
- 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.
- The Learning Journey is started once the child has started Nursery.
- In all written observations, other children will not be referred to by name.
- Staff will be provided with tablets to access Tapestry wirelessly while working. These tablets are for work use only and if taken home then must undergo management checks both prior to and after taking home.
- Tapestry is not used as a general communication tool between Nursery 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 experiences they have had at home

- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.
- Photos and observation are not stored on the individual tablet or computer.
- Access to information stored on Tapestry can only be gained by unique user ID and password.
- When a member of staff leaves the employment of Little Monkeys Day Nursery & Pre-School their login is deleted.
- Parents can only see their own child's information and are unable to login to view other children's Learning
- Parents and staff will **not** upload photos from tapestry onto any social media networking site.
- All information held for parents and carers access to tapestry is kept in line with our Data Protection policy

This policy was adapted:

September 2018

Signed on behalf of the nursery by:

Laura Fradsham

This policy will be updated:

September 2019