



Boorley Park School

Initial Policy:	Sept 2019
Policy Updated:	Sept 2020
Next Review:	Sept 2021
Key Person:	SLO

## **Tapestry Policy** **(Early Years Online Learning Journal)**

### **Aims:**

Boorley Park Primary School ensures that all children in reception have a personal on-line Learning Journey which records videos, photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum. We document both adult led and child initiated activities. This is to build up a record of each child's learning during their time with us. It will also show children's developmental progress through the different age bands of the EYFS and contributes to their end of year assessment. We will also make observations on the children's characteristics of learning, their wellbeing and involvement in their learning.

### **Procedures:**

At Boorley Park Primary we use the secure on-line system Tapestry which allows staff and parents to access the information about their child via a personal password protected login. All information held in the platform is stored securely, and can be downloaded and shared as required.

All the staff working with the children are able to contribute to the children's learning journeys. Staff access is password protected and allows input of new observations which includes videos and photos and allows amendment of existing observations. Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.

Parent access allows input of new observations, photos and videos or the addition of comments on existing observations, videos and photos made by staff. 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. If a parent elects not to give permission for their child to appear in Tapestry posts with other children, they may receive less observations as their child will not feature in group posts.

As part of our online safeguarding policy 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 images are not-accessible without a personal log-in. Before accessing the system parents have to sign to agree not to share any information on any other online platforms or social networking sites, such as Facebook and Twitter.

Each child has only one entry on the Tapestry Learning Journey and parents are required to work together to share access to the learning journey.

Tapestry is a tool for supporting assessment and capturing and sharing information between parents and the school. However, it is not used as a way of sharing general information. The only exception to this (where by agreement with the school parents may receive a daily update) is if there is a specified need for information sharing through an Education, Health and Care plan (EHCP) or a Child Protection/ Child in Need Plan.

Each child's Learning Journal is a document that records their learning and development which the parents can add to, contributing information about what the children have been doing at home. Discussions regarding the general progress and development of a child are done face-to-face with parents/carers at the school. Observations will be uploaded by members of staff in the Early Years team and are monitored by the class teachers and at times by the Head teacher.

### **Safe Use Agreement**

- Staff should log out of Tapestry app / programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by Boorley Park Primary School.
- Staff should not share any information or photographs relating to children with any person not employed by Boorley Park Primary School.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices e.g. Tablets that they are using and report any missing devices.
- Staff will only access Tapestry from Boorley Park Computers and tablets.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Boorley Park Primary School.
- At all times staff must comply with the Child Protection / Safeguarding policies of the school and Internet Safety policies.

**Note** – Should we find parents / carers using Tapestry inappropriately their access may be terminated.

**Linked policies:**           Child Protection Policy  
                                  Early Years Foundation Stage Policy  
                                  E-Safety Policy  
                                  ICT Policy  
                                  Safeguarding Policy