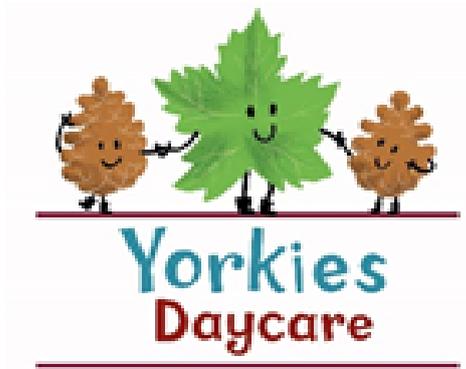


York Road Nursery, Pre-School & Yorkies



Tapestry Policy

February 2021

Aims

York Road Nursery School which includes York Road Nursery, Pre-School, and Yorkies Daycare hereinafter called York Road Nursery School ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

It will also show children's development progress through the different age bands of the EYFS.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
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Statement of Intent

At York Road Nursery School, we use the secure online system called Tapestry with dedicated servers based in the UK to record and store all observations and assessments relating to each child for the purpose of recording their learning and development. 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's family and friends at home and also post any comments and photographs of their own (all of which as a setting we encourage), helping to create a fully holistic view of the child and strengthen the parent partnership.

Procedures

Each child will have a Key Teacher allocated to them who will be responsible for the compilation of that child's Learning Journey. Yorkies and Rainbow Key Teachers will also contribute to the compilation of Learning Journeys for children in their groups. Whilst the children have a Key Teacher responsible for the compilation of their Learning Journey all staff are encouraged to capture observations for the children in Nursery.

York Road Nursery use of the online Learning Journey Tapestry, allows 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 and photos.

Tapestry moderation is carried out by the Senior Leadership Team using the learning Journey Monitoring template focussing on a cross section of staff; including key teaching staff, LSAs, Yorkies and 30 Hours provision. This occurs once a term.

Once a child has started Nursery/Pre-School observational entries will be entered into a child's Learning Journey as soon as possible. Observations are written in the present tense. In all written observations, other children are referred to by first name only.

For children with a staggered entry into Nursery/Pre-School a Learning Journey may be set up prior to the official start date of the child to enable Parents/Carers to keep up to date with York Road Nursery School general posts.

Parents

As part of our safeguarding procedures parents/carers are asked to sign a consent form giving permission for York Road to create a Learning Journey for their child. Parents/carers also sign to say they will not publish any of their child's observations, photos or videos on any social media sites, they will protect images of other children that may appear in any photos contained within their child's Learning Journey, and that they will keep their login details within their trusted family. In addition to this as part of the York Road Nursery School Photographic Consent Form, parent/carers sign to give permission for their child's image to be used within their Learning Journey and that of other children.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parents do not have the necessary permission to edit existing material.

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

When children leave

When children move to another setting if that setting also use Tapestry we will transfer the Tapestry account to them. When a child leaves the setting to start school (or move to another nursery/childcare setting who do not use Tapestry), we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at Nursery. The

child's information and their Learning Journey, along with the parent's information will be deleted from Tapestry.

Nursery/Yorkies/Pre-School Staff

- 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 York Road Nursery School.
- Staff should not share any information or photographs relating to children with any person not employed by York Road Nursery School.
- Staff should be aware of any other people around them and make sure they are not overlooked if working on Tapestry at home.
- Staff are not permitted to download any photographs of the children onto their own devices.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices (e.g. iPad/laptop they are using) and report any missing devices.
- If accessing Tapestry on a private computer or not on York Road Nursery School premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- Staff must comply at all times with the Child Protection / Safeguarding / Online Safety policies of York Road Nursery School.

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 unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Related policies and documents:

- Online Safety Policy
- Learning Journey Monitoring Template
- Tapestry Guide for Parents and Carers