Online Learning Journal (Tapestry) Policy

Aims

Settle C.E. Primary School ensures that all children attending the setting have a personal Learning Journal 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 developmental progress through the different age bands of the EYFS.

Procedures

Settle C.E. Primary School 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 and photos.

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

Observations input into the Tapestry system may be validated by a manager before being added to the child's Learning Journal.

Parents logging into the system are only able to see their own child's Learning Journal.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.

New observational entries to a child's Learning Journal will be uploaded once an observation has been made. Observations and updates to the journal may not occur every day that the child attends the setting.

Settle C.E. Primary School will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.

Tapestry is not used as a general communication tool between school and home. A child's learning journal 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 the school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site.

Photos and videos taken using the Tapestry app are only stored on the IPAD used or the school server.

Access to information stored on Tapestry can only be gained by unique user I.D. and password.

Staff can see the details of all children when logged in to Tapestry using their unique login. They are then able to feed into any child's journal.

Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

Once a child leaves the EYFS, all data can be put onto a disc. After 30 days of the child finishing in the EYFS the data will be irreversibly deleted. Parent access to Tapestry will be revoked once they are in KS1.

If a member of staff leaves Settle C.E. Primary School, their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites.

This policy was adopted on 17th March 2015

Created by Foundation Stage Co-ordinator.

The Foundation Stage Forum Policy

The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.

For Tapestry the FSF have drawn up a more specific policy since, by its nature, they have potential access to the data entered into Tapestry accounts. Basically you own all the data you enter, and the FSF won't look at it or make use of it unless you ask them to. More specifically, here are some points you might like to note:

- When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.

- When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.

- FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.

- The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means that the data will disappear forever. They will also delete all media files associated with the account.

- The system necessarily stores cookies on the computers of users and mobile devices. These are simply to allow navigation of the system and collect no personal data.

- FSF will not visit your account unless you ask them to (e.g. to address any issues you are experiencing).

- FSF will not access or use any contact information Settle C.E. Primary School enter (for example, in setting up your parent accounts they will enter email addresses allowing you to be notified of additions to your child's journal). Email harvesting and exploitation will not happen!

Again - this data is not FSFs; they simply look after it for you. FSF commit to doing this and protecting it for your sole usage.

Tapestry Early Years has been created to help providers and families share information for the benefit of children.