

# Seedling Nursery

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## Tapestry Policy

### Statement of intent

At Seedling Nursery 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 child and strengthen the partnership with parents.

### Safety and security

Staff use approved devices to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The devices are kept in the secure nursery. Approved and allocated devices may only be taken home by staff members for specific reasons and with the express consent of management.

Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated Kindle is provided for this. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using an approved device. Staff are not permitted to download any photographs of the children onto their own devices. They are not allowed to share photos. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the managers and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Seedling Nursery; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted annually by a member of staff.

### Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content.

Parents are asked annually 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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child. Consent can be withdrawn with immediate effect.

### Parents without Internet access

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

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## When children leave

When children move to another setting we will transfer the Tapestry account to the new setting, if The setting also uses Tapestry. If they do not, we will email a PDF to the setting. When a child leaves the setting to start school 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 will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

## **Staff Conduct**

In line with our Access and Storage of Information Policy, Safeguarding Children/Child Protection Policy, Camera, Mobile Phone and Recording Device Use Policy, Key Person Policy and Staff Behaviour and Conduct Policy:

- Staff will not share pins or passwords
- Change their passwords and pins once every 3 months on Kindles and Tapestry
- Staff will not share photos other than with other staff members and the key child's parent or carer
- Access at home will be restricted to approved devices
- Work Kindles must only contain work related content with a parental guidance setting of 12 years
- Password protect Kindles and other approved devices on enter
- All observations must be checked by a colleague before posting.

This policy was last updated	Signed on behalf of the nursery	Date for review
<i>Oct 2019</i>		<i>Oct 2020</i>