



HIGHBURY PRIMARY SCHOOL

TAPESTRY POLICY

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

Tapestry Policy

1. Online Learning Journals

1.1 Policy statement

At Highbury Primary School & Nursery we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the nursery through to when they leave to attend Primary School (or for any other reasons if before this time).

1.2 Procedures

- At Highbury Primary School & Nursery we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each other's children.

- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos - any observations the parents add have to be approved and added into the journal by staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before using/accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between nursery and parents, is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by Highbury Primary School & Nursery.
- Staff should not share any information or photographs relating to children with any person not employed by Highbury Primary School & Nursery.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on playgroup premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Highbury Primary School & Nursery.
- At all times staff must comply with Child Protection policies and computer safe use policies.

Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding, Including Child Protection Policy), and are DBS checked.
- As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children.
- At all times staff must comply with safeguarding policies.
- All staff are given their own login details from which they set up their own passwords.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.

- All staff sign an agreement as to the acceptable use of Tapestry. A failure to adhere to the usage criteria will result in disciplinary action.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.

When Children Leave the Setting

When children move to another setting we will transfer the Tapestry account to the new setting if they use this system. If they do not, then we will email a PDF to the setting. If they wish to keep a copy of their child's learning journey, parents/carers can download it at any time. They are advised to do this in parts, termly, as the file can be extremely large after a child has completed either one or two years in the setting. All details of children and their parents/carers who leave Highbury Primary School & Nursery are made inactive and permanently deleted from the nursery's Tapestry system before the new academic year begins.

This policy runs in conjunction with the following policies:

- Use of Mobile Devices Policy
- Safeguarding Policy

Rebecca Frost (Nursery Manager)
Date implemented: 25/02/2019

Sarah Sadler (Head Teacher)
Review Date: February 2021