Tapestry

Policy statement

At Nether Green Nursery we use online system called Tapestry to record and store all observations and assessments relating to each of your children. This is a safe and secure system and one that enables parents and carers to access your child's learning journal at any time. You can share this with your child, family and friends at home and also post any comments and photographs of your own, helping to create a fully holistic view of your child and strength our parent's partnership.

Safety and security

- Staff use tablets to take the photographs for observations which are to be uploaded to the journals.
- Each staff member has a secure login which is pin protected. The tablets are kept in a secure place at the end of the day.
- Staff will be allocated time at work to update journals and assess their key children's next steps.
- Staff are not permitted to download any photographs of the children onto their own device.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the mangers and new login details will be created.
- The tapestry online learning journal system is hosted on secure dedicated servers based in the UK.
- All data held on our Tapestry account is owned by Nether Green Nursery: we are registered controllers of the data with the information commissioner's office and are bound by the Date Protection Act.

Parents

Parents logging into the system can only access their child's learning journal. 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 to sign consent

from 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. If parents with hold this content their child is only ever photographed alone and no shared observations are made including that child.

Parents without internet

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

When Children leave Nether Green Nursery

When children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will copy their tapestry to a disk and send the disk to the setting.

When a child leaves the setting to start school, we will put on a disk the parents a copy of their child's learning journal so they have a lasting record of their child's time at Nether Green Nursery. Their child's information and their learning journal will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

Information for parents

When parents pass any information on to a staff remember in regard to their child this will be stored in a folder at Nether Green Nursery and this could include:

Child entry forms
Settling in forms
Care plans for their child
Any discussions with parents about care, health issues, concerns, behavioural matters etc.
Their child's two-year progress check.

Staff

At the beginning of each term the manager will print off the next steps for each child and pass this on to the relevant key workers. This will enable staff to monitor, extend and develop their key children.

This will also be the case for parent's observations from home.

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