

Registered Charity Number - 1072298

**Winford Village Preschool Tapestry Policy**

**Statement of Intent**

At Winford Village Preschool we use an online system called Tapestry to record and store all observations and assessments which will relate to each child as well as showing children’s developmental progress through the different age bands of the Early Years Foundation Stage.

This system is a safe and secure system that will enable parents and carers access to their child’s Learning Journey at any time. This electronic learning journey can be shared with your child and family at home and will also allow the opportunity for children and parents to post comments and photographs, creating a fully holistic view of the child and strengthen parent partnerships.

**Safety and Security**

Staff use both the Preschool camera and tablets to take photographs for observations which are in turn uploaded to the journals. Staff members have a secure login which is pin protected. Tablets will be stored in a locked cabinet within preschool and may be taken home by staff for specific reasons with the consent from the preschool manager. If tablets are taken home, staff will be aware of any other persons in the home and will ensue they are not overlooked whilst working. Time will be allocated for uploading journals and to update children’s next steps within the preschool hours.

The tapestry electronic Learning Journey system is hosted on a secure server based in the United Kingdom and all data held on our Preschool’s Tapestry account is owned by Winford Village Preschool. Photographs stored on both cameras and tablets will be deleted regularly by a member of staff.

Training will be given to staff in the use of Tapestry, explaining sensible precautions such as confidentiality and materials not to be used without written permission from parents. If staff leave employment, their details will be delated from the Tapestry account.

The Tapestry security, privacy and backup policy from Tapestry is attached to this policy and has extensive information regarding the security of the app and how data is protected. As data controller, we the Tapestry account holder, who has overall responsibility for complying with the Data Protection Agency requirements, agree to the terms and conditions as attached which set out our responsibilities and theirs.

**Parents**

Parents logging in to the Tapestry system will only be able to access their own child’s Learning Journey and will be able to input new observations, photos and comments. Parents will be asked to sign a consent form giving permission for their child’s image to appear in their Learning Journey and to protect images of other children that may appear in photographs within their child’s Tapestry account. If parents wish to withhold this consent, their child will only be photographed alone and no shared observations will be made that includes that child.

**Parents without Internet**

For parents without access to the internet, we will create a paper version of the Learning Journey that will accessible at all times within the preschool setting.

**Transition**

When children move to another setting we will transfer the Tapestry account to the new setting, if they do not support Tapestry, a PDF file will be sent via email. In addition to this, all parents will receive a PDF copy of their child’s Learning Journey so they have a lasting record of their child’s time at preschool. Once this has been created, the child’s Learning Journey will be permanently deleted from Winford Village Preschools Tapestry account.

This policy was adopted by Winford Village Preschool in November 2020

To be reviewed in November 2021

Signed on behalf of the provider ……………………………………………….