



Tapestry Online Journey Policy

Aims

Phoenix Childcare ensures that all children who attend the setting have a personal learning journey which records photo's, observations, and comments in line with the Early Years Foundation Stage (EYFS) to build up a child's achievements with us.

It will also show children's developmental progress through the different age bands of the EYFS.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedure

- Each child will have a key person allocated to them. It will be the key person's responsibility to make sure at least 1 quality observation is taken each week. All staff can take observations of any child.
- Phoenix Childcare uses an online Learning Journey System (known as 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.
- Manager access allows input of new observations and photos or amendment of existing observations and photos. As well as to proof read and approve observations to be added to the child's journal.
- The tablets used to take the photographs and observations will not be allowed off the nursery site. All photos will be deleted off the device once they have been uploaded to Tapestry.
- Parents can obtain a paper copy of the learning journey on request, and should parents find it difficult to access a computer arrangements can be made for the parent to view the profile at nursery.

- 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.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's profile to be on the 'Tapestry' programme. They will also indicate whether their child's photo can be in anyone else's learning journey.
- Parents **must not** share any photos that have been uploaded to Tapestry by the nursery. And keep their password within their trusted family.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation made.
- Observations are written in past tense.
- Tapestry is used as a general communication tool between Nursery and home, for example; memos, room notices etc.
- If parents need to speak with management then they must still do so through email or telephone.

Security

The Tapestry Online Learning Journey system is hosted on secure dedicated servers based in the UK.

Access to the information stored on Tapestry can only be gained by unique user ID and Password.

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

All tablets are security locked away and can only be accessed whilst in use within the nursery.

Policy updated May 2021

Due to be reviewed May 2022

