

Tapestry Policy



Statement of intent

At St Mary's Nursery, Camberley 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 parent partnership.

Safety and security

Staff use tablets to take the photographs for observations, which are uploaded to the journals. Each staff member has a secure login, which is password and pin protected. The tablets are kept in a secure cupboard at Nursery and 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. 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 their own device. Staff are not permitted to download any photographs of the children onto their own devices. 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 nursery managers and new login details will be created.

The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by St Mary's Nursery, Camberley. 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 on a regular basis by a member of staff.

Parents

Parents login 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. Your child is only ever photographed alone and no shared observations are made including a photo of that child.

St Mary's Nursery Camberley, Watchett's Recreation Ground, Park Road, Camberley, Surrey GU15 2SR
Phone: 01276 581309 Email: office@stmarysnurserycamberley.co.uk
www.stmarysnurserycamberley.co.uk

St Mary's Nursery, Camberley is a Charitable Incorporated Organisation registered in England and Wales under charity number 1168824. Registered address as above.



Parents without internet

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.

When children leave

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 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.

This policy was adopted by	<u>St Mary's Nursery, Camberley</u>	<i>(name of provider)</i>
On	<u>1st September 2021</u>	<i>(date)</i>
Date to be reviewed	<u>1st September 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Andrew Knowles</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>	