10. 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.

Tapestry is used to support the nursery's ongoing assessment and communication with parents and carers. In accordance with the EYFS statutory framework, assessment should not involve excessive paperwork or take practitioners away from interactions with children. Practitioners are not required to create or retain written records of every observation and will use their professional knowledge and judgement when assessing children's development.

The nursery will ensure that information recorded on Tapestry is relevant, accurate, proportionate and used to support children's learning, development, wellbeing and safeguarding. Tapestry records will not be used as a substitute for professional judgement.

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 secure in an office overnight and may only be taken home by management.

Staff must ensure that tablets and other devices used to access Tapestry are kept secure at all times and are not left unattended where children, parents, visitors or other unauthorised persons could access them. Devices are protected by appropriate passwords, PINs or other security measures.

Staff are able to work on journals at home and 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 logout as soon as they have stopped working.

Staff must not copy, screenshot, download, email, text or otherwise transfer children's photographs, videos or personal information from Tapestry to personal devices, personal email accounts, messaging services or social media. Any accidental download or disclosure must be reported to the nursery manager immediately and dealt with in accordance with the nursery's data breach and safeguarding procedures.

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.

St Mary's Nursery, Camberley is the data controller for the personal information it processes through Tapestry. The nursery will comply with the UK General Data Protection Regulation, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and relevant guidance issued by the Information Commissioner's Office. The nursery will ensure that personal information is processed lawfully, fairly, transparently and securely and only for appropriate purposes.

The nursery will ensure that its current privacy notice identifies the purposes for which children's personal data and photographs are processed, the applicable lawful basis, relevant rights of individuals, information about data sharing and the applicable retention periods.

Where Tapestry or another third-party service provider processes personal data on behalf of the nursery, the nursery will ensure that appropriate data-processing arrangements and contractual safeguards are in place. The nursery will keep its arrangements with Tapestry under review and will not rely on this policy as a substitute for its current privacy notice or data-processing documentation.

Photographs must be uploaded to the appropriate secure system as soon as reasonably practicable and deleted from nursery devices when they are no longer required for that purpose. Photographs must not be retained on devices unnecessarily.

The nursery will follow the principle of data minimisation and will only collect and retain information that is necessary for the identified purpose.

Parents

Parents login into the system can only access their own child's Learning Journey. Parents my input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content.

Parent/carer contributions will be subject to the nursery's safeguarding and data-protection arrangements. The nursery reserves the right to remove or restrict access to material uploaded by parents/carers where it is inappropriate, inaccurate, breaches another person's privacy, or presents a safeguarding or data-protection concern.

Where photographs or observations include more than one child, the nursery will only share the information where this is appropriate, lawful and consistent with the nursery's

safeguarding and data-protection procedures. The nursery will take particular care to protect the privacy of children who are not the intended recipient of an observation. We gain parental permission for children to be included in group photographs.

Parents and carers should not share screenshots, photographs, videos or other information obtained through Tapestry in a way that identifies another child or family. Parents and carers should be reminded that information about other children must remain private.

Where a parent or carer requests access to information about their child, the nursery will consider the request in accordance with data-protection law and the child's best interests, including any safeguarding considerations.

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.

Printed copies will be produced and stored securely. The nursery will ensure that paper copies containing personal information are not accessible to other parents, children or unauthorised persons and will dispose of them securely when they are no longer required.

Safeguarding and information sharing

Tapestry may contain information that is relevant to safeguarding and promoting a child's welfare. Staff must not withhold relevant safeguarding information simply because it is recorded electronically or because a parent or carer has not consented to its disclosure. Where information needs to be shared to safeguard a child, staff must follow the nursery's safeguarding and information-sharing procedures and use a lawful basis for sharing.

From 30 September 2026, the statutory information-sharing duty under section 16LA of the Children Act 2004 will apply. St Mary's Nursery will comply with the statutory information-sharing guidance and will share relevant information where required for safeguarding and promoting the welfare of children.

Tapestry must not be used as the sole location for safeguarding records where the nursery's safeguarding policy requires information to be recorded separately or transferred to a child protection/safeguarding file.

Data breaches

Any suspected loss, unauthorised access, accidental disclosure, inappropriate photograph, incorrect recipient, compromised password or other data-security incident involving Tapestry must be reported to the nursery manager immediately. The nursery will assess and respond to the incident in accordance with its data-breach procedure and, where required, report the breach to the Information Commissioner's Office and/or notify affected individuals.

When children leave

Information will only be transferred to another setting where there is a lawful basis for doing so and where the transfer is appropriate and secure. The nursery will take account of safeguarding, data-protection and confidentiality requirements before transferring information. Where appropriate, relevant information will be shared to support continuity of care, learning, development and safeguarding.

When a child leaves the setting to start another setting or 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 nursery will retain or delete Tapestry records in accordance with its documented data-retention schedule and applicable legal, regulatory and safeguarding requirements. Records will not automatically be deleted simply because a child has left the nursery if there is a legitimate legal, safeguarding or operational reason for retaining them. Personal data will not be kept for longer than is necessary for the purpose for which it is processed.

Where information is no longer required, it will be securely deleted or destroyed in accordance with the nursery's retention and disposal procedures.

Parents and carers will be informed through the nursery's privacy information about how long personal information is normally retained and how they can exercise their data-protection rights.

Review and compliance

This policy will be read alongside the nursery's Safeguarding and Child Protection Policy, Data Protection/Privacy Policy, Data Retention Policy, Online Safety Policy and any relevant Tapestry guidance.

The nursery will review its use of Tapestry regularly to ensure that it remains consistent with the current EYFS statutory framework, safeguarding requirements, data-protection legislation and relevant ICO guidance.

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	St Mary's Nursery, Camberley	*(name of provider)*
On	1st September 2026	*(date)*

Date to be reviewed	1st September 2027 *(date)*
Signed on behalf of the provider	
Name of signatory	Sue Dunn
Role of signatory (e.g. chair, director or owner)	Acting Chairperson

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