



Cornerstone Nurseries

Policy on “Tapestry” Online Learning Journey

Policy statement

At Cornerstone Nurseries we provide all children with an ‘online learning journey’ through the platform of ‘Tapestry’, which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child’s learning journey. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the Nursery through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

- At Cornerstone Nurseries we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key person who is responsible for their development and the compilation of their learning journey, however all staff are able to capture observations for each other’s children and all staff care for all children.
- Parents logging in to the system are only able to see their own child(ren)’s learning journeys & not those of others.
- Parent access allows them to comment (or reply) on observations that staff have been inputted as well as adding their own observations and photos/videos - any observations the parents add have to be approved and added into the learning journey by a member of the management team to ensure appropriate content.
- Before accessing the system, parents have to sign to agree not to download and share any information on any online platform or social networking sites (such as Facebook, Instagram etc)
- Whilst Tapestry provides a fantastic tool for sharing information between the nursery and parents, it is not used as a way of sharing general communication. Each child’s learning journey is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time
- Observations are regularly monitored by the management staff and assessed during staff meetings to ensure they are providing relevant and informative information.
- Once a child leaves the nursery, parents will have the opportunity to download their child’s account and this will usually be sent over to the child’s new school also.

Safe use Agreements

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.

- No staff member is allowed access to Tapestry until all suitability checks are in place including an enhanced DBS check.
- Staff should not share login or password details with any person not employed by Cornerstone Nurseries
- Staff should not share any information or photographs relating to children with any person not employed by Cornerstone Nurseries
- Staff should take all responsible steps to ensure the safekeeping of any portable device e.g tablet that they are using and report any missing devices as soon as possible as this may need to be reported to the ICO as a data breach..
- At Cornerstone Day Nursery Priestley Road, Only team managers are permitted to take the nursery tablets home to upload observations which they haven't had time to complete at nursery, staff must take responsibility for the tablets and if anything happens to the tablets then the staff members would be liable for this. The team managers must notify management if taking tablets home.
- Nursery tablets stored securely on-site
- If staff are accessing Tapestry from home either from a nursery tablet or their own private computer they must work privately away from other family members. Staff must remain confidential and professional at all times.
- All entries on Tapestry must be appropriate
- Tapestry should be used daily to update children's care diaries. Staff should aim to send these before the end of the child's session for that day to keep parents informed of what their child has done throughout the day.
- All entries on Tapestry remain the property of Cornerstone Nurseries
- At all times staff must comply with child protection/safeguarding policies
- Staff have access to the Internet on all tablets so they are able to view a child's learning journey at all times. All staff members are not to access any other websites, other than 'Tapestry Journal' and 'Noodle Now' (for staff training) and other permitted websites through the tablets. If the management team was to be notified or they witness a member of staff accessing anything other than these sites, then this would likely result in instant dismissal and a full investigation would happen. This is to ensure we safeguard all the children in our care. All staff have signed a disclaimer to state that they will not access any other websites through the internet browser (other than those stated) or share information
- If a photo observation contains photos of a child within a group, their peers' faces will be obscured, meaning that only photos of the child named in the observation will be uploaded and seen by the parent/carer.
- Video observations will only be able to be uploaded if they are of the individual child only.

This policy runs in conjunction with the following policies;

- Key person policy
- Safeguarding/child protection policy/Use of mobile phones and camera
- Social networking
- Recruitment of ex-offenders and the retention and disposal of DBS information

Reviewed 22/03/2024 CJS Review Annually