

# Tapestry Online Learning Journal Policy



GILES BROOK SCHOOL

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<b>Written by:</b>	Sam Ball	<b>Date:</b> 01/07/2018
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<b>Last Reviewed On:</b>	08/02/2022	<b>Policy Number:</b> E6
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<b>Next review due by:</b>	February 2023
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<b>Foundation Leaders</b>	Foundation leaders
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**This policy has been written in conjunction with keeping GBS Data Protection and Privacy Information**

## **Policy statement**

At Giles Brook School, we create an 'online learning journey' for all children in our Nursery and Reception classes through the online platform of 'Tapestry', which records observations, photos and videos, and provides an opportunity for parents to comment and add their own observations to their own child's journey. This helps to foster a strong partnership and good communication between school and home. Each child's learning journey will go with them if they move to another school.

## **Procedures**

Tapestry allows staff and parents to securely access the information via a personal password protected login. All staff are able to capture observations for every child across the Foundation Stage. Parents logging into the system are only able to see their own child's learning journey. Parent access allows them to comment (or 'reply') to observations that staff have input, as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journey by staff. This ensures the learning journey content is appropriate. Before parents are linked to their child's learning journey, they are asked to give written consent for their child's image to appear in other children's learning journeys as either a photograph or as part of a video. Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook). If this were to happen, then their child's account would be terminated immediately. Whilst Tapestry provides a fantastic tool for sharing information between school 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 will take place at parents evening or in person throughout the term. We will share each child's learning journey with the parents on a half termly basis. Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

## **Safe Use**

- No staff member is allowed access to Tapestry until all suitability checks are in place including an enhanced DBS check.
- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff must not share log in or password details with any person.
- Staff must not share any information or photographs relating to children with any unauthorised person.
- Staff must take all reasonable steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices immediately.
- If accessing Tapestry from a private computer, not on school premises, staff must maintain confidentiality and professionalism, including not downloading any content to personal computers.

- Staff must not access Tapestry via the Tapestry app on personal mobile devices.
- Ensure the iPad or computer is completely logged out of Tapestry and the passwords are not saved anywhere which would allow anyone else access.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Giles Brook School.
- At all times staff must comply with Safeguarding Child Protection policies.
- All staff must adhere to this policy and failure to adhere to the usage criteria may result in the disabling of a user's access to Tapestry and/or disciplinary action.

Tapestry users should ensure that they read Giles Brook School's Data Protection and Privacy Information at: <http://www.gilesbrook.co.uk/privacy.html> and, particularly, the specific Policy for Primary Pupils at: [http://www.gilesbrook.co.uk/uploads/1/0/8/8/10881774/2.\\_privacy\\_notice\\_-\\_primary\\_pupils\\_1\\_.pdf](http://www.gilesbrook.co.uk/uploads/1/0/8/8/10881774/2._privacy_notice_-_primary_pupils_1_.pdf)

Tapestry users can also view Tapestry's Data Protection and Privacy Policy at: <https://tapestry.info/privacy.html>

**Attached: Appendix 1 as signed by all parents who agree to the use of an online learning journey for their child**

**Appendix 1**



Tapestry is an online learning journal to record all the learning and progress children make at school. At Giles Brook School we are really excited to be launching this method of recording progress this year and documenting your child's learning. We have spoken to many settings already using Tapestry and have been really impressed by the positive feedback from both staff and their parents. As this is an online profile, we will need your permission to set up your child's account. Please rest assured that the information about your child and their learning is secure and is only accessible by the members of staff and yourselves as parents. Any personal details about your child are confidential and will not be disclosed. There may also be instances where your child appears in a photograph documenting another child's learning.

If you require any more information, you can visit <http://evfs.info/tapestry-info/introduction#overview>.

**Tapestry Online Learning Journey Permission**

**Please complete the following permission slip.**

**Failure to abide with Number 2 will result in your child's Online Learning Journey being suspended.**

**Child's Name:** \_\_\_\_\_.

- 1) I agree to my child having a Tapestry Online Learning Journey.
- 2) I agree not to post any content from my child's learning journey on any social networking site, e.g. Facebook.
- 3) I give permission for my child's image to appear in photographs/videos in other children's learning journey.

**Parent's Signature:**

\_\_\_\_\_

**Please print name:**

\_\_\_\_\_

**Email address:**

\_\_\_\_\_

**Date: September 2019**

*I really do love Tapestry, so nice to see my little one developing.*

*August, 2016*

*Best app ever!! Loved having this app this year. It's been so lovely watching my daughters progress through her first year at school.*

*August, 2016*