

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.6b Tapestry

Policy statement

Development of modern technology means that tablets and other mobile devices can now be used effectively to record and track children's progress and learning. At Clare Bears we use the 'Tapestry' app as an online learning journey for both staff and parents to record significant observations in relation to the EYFS profile. These observations include notes, photos and videos. This policy sets out how staff and parents will use these devices whilst keeping children safe.

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

Procedures

Staff will make an observation; link it to assessment criteria (EYFS) and save it to the individual pupil's online Learning Journey. Parents will then receive an email notification informing them that an observation has been made. Parents can then log on securely with their individual log-in and password to view the observation and are also able to leave a comment about what they have seen.

Additionally, parents can make observations at home and contribute these to the Learning Journey.

Tapestry Usage

The following measures are in place to ensure children and their details are kept safe:

- Only the Clare Bears tablets will be used to photograph/video children
- All devices will be password protected
- Tablets are stored securely in a locked drawer when not in use
- The Tapestry app is pin protected
- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user ID and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- The app will be remotely deactivated as soon as possible should a device be lost or stolen
- Any information from the app will only be shared between official school emails and parents consented email.
- Should any parent misuse the app their account will be disabled
- All staff will be made aware of any children who should not appear in photos due to parents withdrawing consent or other factors
- Only if all parents give consent can multiple observations be un-blurred
- Management can access Tapestry at any point to ensure it is used appropriately.
- Tapestry have updated their policy in line with May 2018 GDPR regulations.

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Parental Consent

In order for children to be signed up to 'Tapestry' parents must agree to the following rules.

- Allow their child's photo and date of birth to be used to create an online Learning Journey.
- Allow their child's image appear in other children's Learning Journeys when joint observations are made.
- Not** publish or reproduce any of their child's observations, photographs or videos on any social media sites.
- Keep the login details within their trusted family.
- Keep pre-school informed of any changes to their email address.
- Speak to a member of staff if they experience any difficulties accessing their child's Learning Journey.

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Legal framework General Data Protection Regulations (GDPR) (2018)

Further guidance *Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)*

This policy was adopted by	Clare Bears Community Pre-school Ltd	<i>(name of provider)</i>
On	1/10/19	<i>(date)</i>
Date to be reviewed	1/10/20	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Angela Steward	
Role of signatory (e.g. chair, director or owner)	Manager	