



TAPESTRY JOURNAL POLICY

Policy Statement

This policy outlines how Tapestry, an early year's online learning journal, is used in a safe and secure manner in line with Super Stars Preschool safeguarding policies and procedures.

At Super Stars Preschool we create an online learning journey for all the children attending our setting. We use the software 'Tapestry': a secure online system used by many schools and early years' settings throughout the country. It enables staff to record observations, photos and videos.

Parents/carers can then share these wherever there is an online connection and see their children as they develop.

Parents/carers can also comment and add their own observations to their child's journal. This joint record helps to promote communication and a strong partnership between the setting and the home, thereby supporting each individual child's learning journey during their time with us.

Parents/carers without access to the internet can access their child's learning journey at Super Stars Preschool at an agreed time.

Relevant Regulations

There are certain legislation and guidance that this policy needs to be based on:

- The Children Act 1989
- General Data Protection Regulations (GDPR) May 2018
- The Children Act (Every Child Matters) 2004
- EYFS Statutory Framework 2014
- Working Together 2013

Procedures:

How Does Tapestry Work?

Observations and Planning

- The managers have full viewing and editing control of the system. Only they can input the personal details for each child and family members/carers. Any updates to this information can only be changed by a manager.
- Each child is allocated a staff key person who is responsible for monitoring their development. By recording observations, the child's key person can capture and review their experiences, track their development, plan their next learning steps, contribute to classroom planning and ensure that the child makes significant progress throughout their time at Super Stars Pre-School. Staff can make observations for each other's key children if the occasion arises.

Security for Parents

- As part of our registration process, staff members will explain the use of Tapestry to parents/carers. Parents should notify Super Stars Preschool if they do not give their consent for their child's details to be added to the Tapestry system.
- Staff members will also ask for verbal consent from parents as to whether a child's image can appear in other children's learning journals as either a photograph or as part of a video.
- If this consent has been withheld, their child will not appear in another child's learning journey or group observations. This information is given to all staff members to adhere to.

The activation process is started by Super Stars Preschool and Tapestry emails the parent/carer with a link to set up their own secure password to the system. Parents/carers have 28 days to

activate this link, before it becomes invalid. Parents can contact Super Stars Preschool for a new link.

Parents/carers logging into the system are only able to see their own child's learning journal. Parent/carer access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos.

Any observations added by parents/carers must be approved and added into the journal by staff to ensure appropriate content.

Whilst Tapestry provides a fantastic tool for sharing information between the nursery and parents/carers, it should not be used as a way of sharing general communication.

Super Stars Preschool advises that parents/carers discuss any issues they may have in person; either with a manager or their child's key person.

Email notifications

Parents/carers can opt to have an email notification each time a new observation is added to their child's journal.

Frequency of Posts

During the sessions, the staff are focused on the children. As such, online observations are often completed and added outside of session and their frequency may be irregular. The aim is to add at least four observations within a monthly cycle for each child. Staff may not be able to give an immediate response to any comments or observations posted by parents/carers but will reply as soon as possible.

Devices

Staff use preschool tablets to record their observations. They can also take photographs and record videos for observational purposes on the tablets. Each staff member has a secure login which is password and pin protected. Photos and videos will be removed from the devices at regular intervals. Staff can work on the journals from home on their own devices. They are not permitted to download any photographs or videos from Tapestry to their own devices. They must be aware of other people around them and make sure that they are not overlooked. They must logout of the system 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 managers, and new login details will be created. Managers also access Tapestry from setting Laptops. These have online security and are password protected. Managers ensure that they logout of the system when they have finished working.

Safeguarding

- All staff using Tapestry are recruited through our Safer Recruitment process and are DBS checked.
- At all times staff must comply with Super Stars Preschool safeguarding policies.
- All staff are given their own login details from which they set up their own passwords.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate. This is monitored closely by senior staff.
- The acceptable use of Tapestry is discussed within our induction process, to ensure all staff have a strong understanding. Failure to adhere to appropriate use will result in disciplinary action.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.

Data Collection and Storage

The Tapestry on-line learning journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Super Stars Preschool; we are registered controllers of data with the information Commissioner's Office and are bound by the Data Protection Act.

When Children Leave the Setting

When children move to another setting, we will transfer the Tapestry account to the new setting if they use this system.

If they wish to keep a copy of their child's learning journey, parents/carers can download it at any time.

All details of children and their parents/carers who leave Super Stars Preschool are made inactive and semi-deleted from the Super Stars Preschool Tapestry system within 30 days.

Parents can view Tapestry's Data Protection and Privacy Policy on:

<https://tapestry.info/privacy.html/>

Other Related Policies

- Safeguarding (Including Child Protection) Policy
- Acceptable Use Policy
- General Data Protection Regulations (GDPR) Policy
- Use of Mobile Phone and Digital Photography Policy
- Confidentiality Policy
- Disciplinary and Grievance Policy

Signed:



Sandra Burgess Date: August 2026

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