

ST JOHN'S SUNSHINE PRE-SCHOOL

TAPESTRY POLICY

St. John's Sunshine Pre School wants to ensure that all the children attending the Pre School have a learning journal where staff can record photos, videos, observations and comments in line with the Early Years Foundation Stage EYFS. This Journal will aid the Keyworker in assisting the child's development and monitoring their progress to ensure they achieve their full potential.

St. John's Sunshine Pre School have chosen to use Tapestry for their online journals, this allows staff and parents to access information from any computer via a personal password protected login. Staff access allows them to upload photos, videos and observations for all children within the Pre School.

Parents are encouraged to add observations, comments, photos and videos of their own child onto their child's journal.

Parents are asked to give their consent to allow their child's picture on other children's photos.

Observational entries will be uploaded within 2-3 weeks of the observation being made.

All photos and videos will be taken using the pin protected tablets, which belong to St. John's Sunshine Pre School. These tablets are stored at the Pre School in the locked filing cabinet. Apart from when staff require access to Tapestry for observational purposes they will only leave at the discretion of the Manager.

All photos will be deleted from the tablets after one month giving time for these to be uploaded to Tapestry.

When a child leaves St. John's Sunshine Pre School the child's journal will be transferred to their next setting if possible. If this is not possible then a copy will be downloaded to PDF and saved onto either a CD or memory stick and handed to the child's parents. Then the information and child can be deleted from our Tapestry account.

- The Tapestry Online Learning Journal 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 journals. Once received parents should ensure that they reset the setup password when their profile is created to a unique and memorable password.
- When parents upload their own media/comments etc, they have responsibility for gaining consent of any other parties featured in said items, St. John's Sunshine Pre School will presume this has happened.
- Tapestry will not access the account without the prior permission from St. John's Sunshine Pre School, i.e. to solve a technical issue, and Tapestry will never attempt to contact parents directly or pass details on to any other party.

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- The data stored within Tapestry is held within the 'Cloud' and as Tapestry is a UK company it also adheres to UK Data Protection Act; therefore, no data will be accessible from outside the UK by Tapestry as a company.