

Beech Hill Primary School



Tapestry Learning Journey Policy 2023-24

At Beech Hill Primary we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables families to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Procedures

Beech Hill uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.

Staff access allows input of new observations and photos or amendment of existing observations and photos. Staff can add memos, which are used to share home learning tasks with the parents.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Parents logging into the system are only able to see their own child's Learning Journey.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.

A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

Security

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.

As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of

their child. Other than family, only the child's key person and the manager have access to the journal.

Staff use ipads to take the photographs for observations but these will not be stored on the device. Photos will be uploaded to the journal as they are taken and then deleted at once from the device.

Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Parents sign an agreement stating that they agree to use tapestry in accordance with the guidelines – see attachment.

Staff also sign an agreement stating that they agree to the guidelines – see attachment.

GDPR contract is signed between school and Tapestry to protect confidential information.

Parents without internet

Those parents without access to the internet are invited into school to view their child's learning journey. We also offer Tapestry sessions each half term where we can support parents with using Tapestry and uploading their own observations. A paper copy of home learning shared on Tapestry will be sent to these parents.

Date: Jan 2024

Review Date: Sept 2025



Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent/carer I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- Only add appropriate photos/comments that are linked to my child's learning.

I agree to the guidelines and give permission for Beech Hill Primary School to create an online Tapestry Learning Journey for;

..... (Child's full name).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is;

.....

(provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year. ☐

I give permission for my child to appear in other children's learning journeys;

Yes ☐

No ☐

Signature: _____ Date: _____

Tapestry Staff Guidelines

All users of Tapestry must adhere to the following guidelines and sign below in order to have access to Tapestry;

- To regularly update new observation entries
- To relate observations to the child's learning
- Staff will only take appropriate photos linked to children's learning/ characteristics of learning. Please note that photo evidence for Health and Self does **not** include toileting needs or dressing and undressing (other than fastening coats and a button on closed shirts)
- To delete photos held on the Ipad once they have been uploaded to Tapestry
- For staff to log into Tapestry using their own password details
- For staff to keep their log in details safe and not share them with anyone
- If staff are taking Ipads home they must **not** allow anyone to use their Ipad
- Ipads are only to be used for work related purposes
- Images and videos are **not** to be exported onto any home devices

I agree to adhere to all of the above guidelines and will use Tapestry in a professional manner.

Name:.....

Sign:.....

Date:.....