**Tapestry Policy**

Martlesham Preschool has implemented electronic nursery software and an online system called “Tapestry” for learning journeys. These can be accessed by parent/carers/carers on their smartphones and computers. The staff at preschool will be using portable device and will adhere to the following policy.

**Statement of Intent**

Martlesham Preschool uses an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system, which meets current GDPR guidelines and enables parent/carers/carers and careers to access their child’s learning journey, finances and keep up to date with other information at any time. Tapestry can be shared 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/carers partnership.

**Safety, Security and Safeguarding**

Each member of staff will have their own tablet to take photographs of their key children for observations which will be uploaded to the journals, and managers are able to add and amend children’s details. Each staff member has a secure login which is password and pin protected. Manager/Admin Laptops are also password protected. Staff/Managers may on occasion need to work on journals, or create newsletters etc at home but if they wish to do so they must access Tapestry using their personal password and secure login details. The tablet will be kept within their home and not taken out for their personal use. Staff will be aware of other people around them and make sure they are not overlooked. They will log out as soon as they have stopped working and ensure that the tablet is always switched off when not in use.

If any member of staff suspects that their login details have been compromised in any way, they must inform the Preschools manager and new login details will be created.

Tapestry allows preschools to keep in close contact with you as a parent/carer and vice versa. The app is free of charge to parent/carers and gives you the opportunity to communicate with the nursery at any time.

How does that work?

• You will receive a login invitation to a child profile for your child by email

• You can edit the child's profile yourself and control all information.

• All data is only accessible to authorised persons and remains the property of the pre-school at all times.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.

All data held is owned by Martlesham Preschool as we are registered controllers of data with the Information Commissioner’s Office and are bound by the Data Protection Act.

Photographs stored on the portable devices are deleted on a regular basis by each member of staff.

**Parent/carers**

Parents/carers logging in to the system can do so online or via the apps. They can only access their own child’s Tapestry account. Parents may input new observations and photos, and add comments to existing observations to tapestry. 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. If parents/carers withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

**Parent/carers Without Internet**

For parents/carers without access to the internet. Their child’s learning journey, newsletters etc, will be made available in paper copies for these parents/carers.

**When Children Leave**

When a child leaves the setting to start school, we can offer parents/carers/carers a PDF copy of their child’s Learning Journey, saved onto a USB for a lasting record of their child’s time at preschool. (There is a £5.00 admin fee for this) The child’s information, and their Learning Journey, will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left. Children’s registration details/accident/incident forms will remain with the setting in accordance with retention periods set out in the Data protection act 1998.

Within your registration pack you will be required to complete a Tapestry Consent Form.

*This policy is reviewed annually by Martlesham Preschool Committee*