

Tapestry Policy

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

Introduction

In line with the expectations of the Early Years Foundation Stage (EYFS), The Avenue School and Nursery ensures each child who attends the setting has a personal Learning Journal which records photos, written observations, and comments from parents/carers. This documentation will provide a personal record of achievements for every child during their time in the EYFS setting. Importantly, it also serves to record individual experiences. This is an element the school regards as being very important in terms of gaining insight into a child's lived experiences while at the school.

At The Avenue we use an online system called *Tapestry* to record and store observations and assessments relating to each child. This is a safe and secure system, which allows staff, parents and carers to access the information from a computer or tablet via a personal password protected login. Whilst the EYFS coordinator has overall responsibility all EYFS staff are encouraged to capture observations for all children in the class and their Key Worker Group.

Aims

The aim is to create a holistic view of the child and strengthen parental partnerships. The Learning Journals show children's developmental progress through the different areas of learning of the EYFS to the Early Learning Goals at the end of their Reception year.

Safeguarding & Security

The *Tapestry* on-line Learning Journey system is hosted on secure dedicated servers based in the UK. A unique user ID can only gain access to information stored on Tapestry Learning Journeys and is password protected so that parents and carers can only access the account of their child.

As part of our commitment to safeguarding, 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. This is covered by our use of images consent form as the information is not-accessible without a personal log-in.

Practitioners will:

- Only be permitted to use tablets provided by the Avenue to take photographs for observations.
- Ensure that tablets are PIN or password protected and must not be shared or used by anyone else without prior consent from the EYFS coordinator.

- Delete photographs from the tablet gallery once uploaded to *Tapestry*, unless kept for use on the website or displayed within the setting.
- Use a secure login to *Tapestry* which is always protected through the use of passwords. Practitioners will not share this information with anyone; if they suspect that their login details have been compromised in any way they will immediately inform the EYFS coordinator.
- Have access to all children's Learning Journeys on *Tapestry*, at the EYFS coordinators discretion. This can enable practitioners to carry out observations on any child, not just their key group.
- Be permitted to use *Tapestry* at home as necessary via their designated tablet only. Practitioners are not permitted to upload any photographs of the children onto their own devices. They are not permitted to share any images of the children via any other media or method of communication, including personal email, messaging systems or social networking sites.
- Be expected to keep their tablet stored safely out of sight whilst transporting it home or when not in use. Under no circumstances is any person other than the practitioner to have access to the tablet, which is the school's property.
- Be subject to the appropriate disciplinary procedures if they are found to be in breach of the school guidelines for use of technology. (Please refer to the school's code of conduct for staff and relevant safeguarding procedures)
- Be responsible for ensuring the children's online Learning Journals are updated with an appropriate observation, photo and assessment on a weekly basis.

The Principal and EYFS Coordinator will:

- Have access to all children's Learning Journeys within the setting for monitoring and training purposes.
- Routinely and randomly check to ensure that tablets are being used according to the school guidelines for using technology.
- Carry out Learning Journal sampling for work scrutiny at least termly.
- Only use photographs for the school website or display purposes if parental consent has been obtained.

Sharing online Learning Journals with other settings:

- If a child moves to another setting, The Avenue may, with parental consent, transfer the *Tapestry* account to the new setting or securely share a PDF copy of the child's Learning Journal.

Parents will:

- Be given access to their child's Learning Journal only when they have agreed to and signed the user agreement/permission slip.
- Keep login details secure
- Only access the Learning Journal for their own child(ren).
- Have access to the *Tapestry* online Learning Journal revoked if this agreement is breached at any time.
- Be encouraged to add to their child's Learning Journal.
- Be able to comment on and 'like' observations that the practitioners have added. Practitioners will like the comment as acknowledgement but will not reply with further comments on *Tapestry*.
- Be provided with a PDF copy of their child's Learning Journal at the end of each academic year. This will be shared securely so parents have a lasting record of their child's time at the Avenue.