



Tapestry Procedure

Online Learning Journal

At New Beginnings Day Nursery, we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend New Beginnings Day Nursery. We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage.

We encourage parents to be involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their children for us to enjoy and add to the assessment process. This partnership creates a tapestry, which grows for your child to keep.

The staff will only use the Nursery tablets, which have been bought for this purpose. The tablets are to be stored overnight in a locked cupboard. The staff are not permitted to take the tablets home. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.

Procedures

At New Beginnings Day Nursery, we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.

- Each child allocated key person who is responsible for their development and the compilation of their learning journals, however all staff can capture observations for each other's children.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have been input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journal by the managing staff to ensure appropriate content.
 - Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo/video footage to appear in other children's learning journals.

- Before accessing the system, parents must understand and agree to not download and share any information on any other online platforms or social networking sites (such as Facebook, Instagram, X etc).
- Parent/carer log in details should not be shared with third parties.

Whilst Tapestry provides a fantastic tool for sharing information between New Beginnings and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns should be communicated via telephone call or face to face meeting via Microsoft teams at an agreed time and day. Observations are monitored and approved by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff sign a safe use of technology device agreement, before they are allocated access to tablets for recording observations and Tapestry access. Staff sign an updated agreement at the beginning of each academic year.
- Staff will log out of the Tapestry app or program when they are finished in order to maintain confidentiality. Photographs/videos will be deleted from tablets and cameras once uploaded to Tapestry or at the end of each term.
- Staff will not share log in or password details with any person not employed by New Beginnings Day Nursery.
- Staff will not share any information, photographs or videos relating to children with any person not employed by New Beginnings Day Nursery.
- Staff will take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of New Beginnings Day Nursery.
- At all times staff must comply with Child Protection policies, Nursery Devices and Online Safety.
- Not download any images or information to personal computers/tablets/mobile phones.

- Staff will ensure they are logged out when not in use.
- Staff will ensure that devices are only used to access the internet via a secure network.
- Staff will delete photos stored on the device as soon as they have been added to the online Learning Journey.

Tapestry Software Privacy Policy

Tapestry Early Years has been created to help providers and families share information for the benefit of children.

“The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.”

- When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.
- When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.
- FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.
- The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account, they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means data will disappear forever. They will also delete all media files associated with the account.
- FSF will not visit your account unless you ask them to (e.g. to address any issues you are experiencing). Should we find parents / carers using Tapestry inappropriately their access may be terminated.

Parents are given the right to opt out of this system if they wish.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1st September 2025</i>	J Wilkinson	<i>1st September 2026</i>