

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**13B. TAPESTRY POLICY**

At Caterpillars Preschool 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 parents and carers to access their child’s learning journey at any time. Parents/carers can share it with their child, family and friends at home and post comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership. This policy should be read in conjunction with the Mobile Policy and Safeguarding Children Policy.

**Safety and Security**

Staff use tablets/Cameras to take photographs for observations which are uploaded to the journals.

* Each staff member has a secure login which is password protected.
* The cameras/ipads used are the settings property and never a staff members personal equipment or mobile phone.
* The cameras/ipads/laptop are kept secure locked in a cabinet in the office area.
* Staff are not permitted to download any photographs onto their own device.
* Staff are not permitted to access Tapestry using their own equipment.
* Staff are allocated time at work to update journals and assess their children’s next steps. A dedicated laptop/PC is provided for this.
* Staff are not permitted to access Tapestry at home.
* Photographs are deleted on a regular basis at least weekly.

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

The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Caterpillars Preschool; we are registered controllers of data with the Information Commissioner’s Office and are bound by the Data Protection Act.

**Parents**

Parents logging in to the system can only access their own child’s Learning Journey. Parents may input new observations and photo’s, and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child’s image to appear in other Learning Journeys, and to protect images of other children that may appear in any photo’s contained in their child’s Learning Journey. If parents withhold consent their child is only ever photographed alone, and no shared observations are made including that child.

**When children leave**

When children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting.

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.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager