

# Moor Nook Community Primary School



## Tapestry Policy

### September 2023

We ensure that all children attending Nursery and Reception have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. This is done through an online platform called Tapestry. Class communication and memos are also shared through Tapestry.

In Year 1, Tapestry is used as a platform to continue to share learning with parents/carers and to send class communication and memos.

### **Procedures**

- We use an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any device via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- 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 (appendix 1.)
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between school and home. A child's learning journey is a document recording their learning and development and at times will be used for class communication.
- Parents must contact staff through the whole school channels for any day-to-day matters, e.g. absence, lost property, etc. This being speaking to a class teacher on the classroom door or contacting the school office.
- Staff are not to communicate with parents via Tapestry and parents should not communicate with staff via Tapestry.

### **Security**

- The Tapestry online 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.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- Consent and permission forms have been signed prior to using Tapestry (appendix 1.)

Written by: C. Counce

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## Image consent form template

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. We may take photographs for several reasons whilst your child is with us:

- To document what they enjoy doing;
- To upload to Tapestry Online Learning Journal to record their learning and development and to share this with you;
- To record special events and achievements;
- Images may also be used on the website.
- Share events and educational visits.

We use Tapestry as our online learning journal provider. We will use this to send you observations of your child which might include photos and videos. If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children in and consequently, other relatives might be able to view photos and videos of your child.

**Please read and indicate your consent clearly:**

1. I consent to photographs and videos of my child being taken by authorised personnel representing the school

Yes

No

2. I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal

Yes

No

3. I consent to photographs containing my child's image being included in other children's learning journals

Yes

No

4.

5. I agree to treat photographs containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.

Yes

No

**Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your**

**child's time at school. It is your responsibility to let us know if you want to withdraw or change your consent at any time.**