



**FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD, SOUTHAMPTON,
HAMPSHIRE, SO32 2HY.**

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Tapestry Policy

Statement of intent

Fairlands Day Nursery assures that all children attending the setting have a personal learning journey which records photos, observations and comments in line with the early years foundation stage curriculum (EYFS), to build up a record of each child's achievements during their time with us. It will also show children's developmental progress.

Aim

Tapestry is a safe and secure system which enables parents and carers to access their child's learning journey at anytime. They can share it with their child, family and friends at home and also post any comments and photographs on their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Methods

- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's learning journey
- All learning journeys are password protected so that parents and carers can only access the account of their child
- All tablets are password protected and kept in a locked room out of nursery hours

- Photographs will be deleted from the tablets as soon as they have been uploaded to the journal
- Parents are asked to sign a Tapestry permission form upon their child's commencement and Fairlands
- Parents have access to the Tapestry privacy policy at the setting
- If parents do not have internet access they will be able to view their child's learning journey at the nursery
- New observational entries to a child's learning journey will usually be uploaded within 2 weeks of the observation being made
- Within the setting the staff or children will continue to take photographs of events, activities or craft work which we will upload to their learning journey. This enables children to develop their sense of belonging and share experiences with their peers.
- When the children leave the setting permanently, management will make the learning journey accessible to parents via download (for you to print a copy for yourselves or keep on your device). This will enable you to have a lasting record of your child's time at Fairlands
- If a child moves to a school using Tapestry; their learning journey will be passed on

Staff

- Each child will have a named key person allocated to them who will be responsible for the compilation of that child's learning journey
- Tablets are restricted to only having the Tapestry app
- Staff will have access to the Tapestry app via a personal pin number
- Staff will not at any time remove tablet devices from the setting
- Staff will not be able to access Tapestry on any device other than tablets in the nursery or the nursery computer
- Any inappropriate use of the tablets could lead to instant dismissal
- All tablets are subject to regular inspection by management
- For outings a senior member of staff will be permitted to take a tablet in the outdoor bag to record photos. This must be immediately returned to the nursery afterwards.

- All tablets have appropriate parental controls set which can only be overridden by management
- All staff are expected to complete one observation for each key child each week. If the key person is absent it is the responsibility of the department supervisor to ensure that this still happens
- All staff accounts are deleted when they leave, or made inactive if necessary by management

This statement is to run in conjunction with the following policies

- Safeguarding children and child protection
- Whistleblowing
- Code of conduct
- Confidentiality
- Parental involvement
- Social networking

This policy was adopted at Fairland's day Nursery on

..... (date)

Signed on behalf of the Management Committee/Proprietor

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Role of signatory (e.g. chairperson etc.)

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This policy was amended on

..... (date)

..... (date)

..... (date)