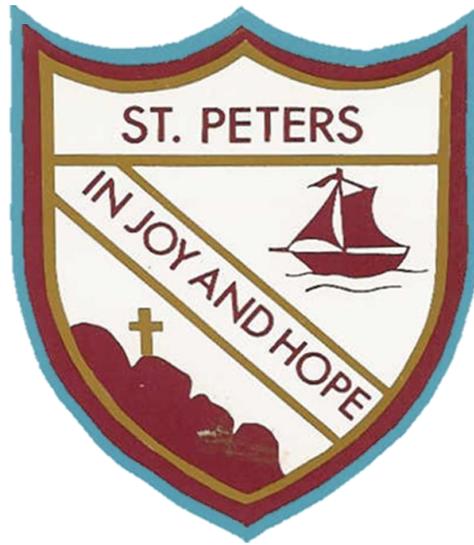


St Peters Catholic Primary School



# Tapestry Policy

June 2019

Agreed by Governors on 4<sup>th</sup> July 2019

Signed by Chair of Governors Mrs H Robinson

## **Aims**

St Peters Primary School ensures that all children attending the Early Years Foundation Stage have a personal Learning Journey which records photos, observations and comments, in line with the statutory Early Years Foundation Stage curriculum. This is to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

## **Why collect we collect and use the information**

We use the pupil data;

- To support pupil learning
- To monitor and report on pupils progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

## **Lawful basis on which we use this information**

We collect and use pupil information under the Data Protection Act 2018

(see Data Protection Policy)

## **Procedures**

At St Peter's Catholic Primary School we use the secure on-line system Tapestry which allows staff and Parents to access the information via a personal password protected login. Whilst thenChildren have a key worker all staff are encouraged to capture observations for all children in the class.

Staff access allows input of new observations and photos or amendment of existing Observations and photos. Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are usually moderated by a class teacher before being added to the child's Learning Journey. Parent access allows them to comment (or reply) to observations that staff have input, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

As part of our on-line safeguarding policy 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 separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system parents have to sign to agree not to download, right click, save or share information on any other on - line platforms or social networking sites, such as Facebook, Twitter or WhatsApp etc.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as a general communication tool or way of sharing general information. Each child's Learning Journal is a document that records their learning and development which the parents can add to contributing information that children have been doing at home. Discussions regarding general progress and development are done face-to-face with parents/carers at the school or during Parents evenings. Observations will be uploaded by members of staff in the Early Years team and are monitored by the class teachers and at times by the Head teacher.

### **Safe Use Agreement**

- Staff will upload any photos taken to tapestry for observation purposes. Any photographs on the iPad will then be uploaded onto the school hard drive and then deleted from the iPad.
- iPads are stored in a locked cupboard overnight.
- Staff should log out of Tapestry app / programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by St Peter's Catholic Primary School.
- Staff should not share any information or photographs relating to children with any person not employed by St Peter's Catholic Primary School.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices. E.g. iPad that they are using and report any missing devices.
- Staff should not access Tapestry on a private computer.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of St Peter's Catholic Primary School.
- At all times staff must comply with the Safeguarding policies of the school and Internet Safety Data Protection Policies.

### **Related policies**

Safeguarding Policy

Use of Photographic Images Policy

Teaching and Learning Policy

Staff Code of Conduct  
E Safety Policy

### **Tapestry Contract**

A copy of our contract with Tapestry which includes information about GDPR and storage of information on Tapestry is available from the office or you can view a copy online at <https://tapestry.info/contract/tapestry-online-learning-journal-contract-18-05-01.pdf>

- **Note – Should we find parents / carers using Tapestry inappropriately their access will be terminated.**

**St Peters Catholic Primary School**

**Tapestry online agreement form**

I give permission for St Peters Catholic Primary School to create an online Tapestry Learning Journey for

..... (name of child).

The e-mail address I would like to link with the account so I have access to my

child's Learning journey is..... (provide your e-mail address).

**Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'**

As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site or send via WhatsApp or other messaging service
- Not right click and save, download or screenshot any photographs from Tapestry
- Understand that my child's image may be used in another child's profile if they are engaged in the same activity.
- This image will not be shared by the other parent (please see above point)
- Keep the login details within my trusted family
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey
- I agree to the guidelines:

Print name: \_\_\_\_\_

Name of child: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return by ..... So we can set up your account and send out your login details shortly