OAK GREEN SCHOOL
Believe, Achieve, Succeed

**Non-Statutory**

# Tapestry Policy
# (Online Learning Journal)



Tapestry Policy

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At Oak Green School we give parents of children in the Early Years Foundation Stage the opportunity to have a personal online learning journal which provides families with learning or wow moments during their time with us.

There is a link to Tapestry for parents and staff with frequently asked questions and guides available on our website:

**https://support.tapestry.info/resources/guides-for-families/**

**Procedures:**

- Oak Green School use an online Learning Journal System (Tapestry) for children in the pre-school, Nursery and Reception classes, only.
- Parents/carers are requested to sign a consent form for each child before an account can be created for either child or parent. Forms are given to parents at the start of each school phase to ensure that all consents are up to date.
- Where a parent/carer has children across several stages of the Early Years Foundation Stage only one account will exist, each child will be added to the relative's account.
- Parents/carers may access Tapestry by downloading the app or logging into the desktop site.
- Staff access (except for Mangers of each stage) is by pin number only to school owned mobile devices, and therefore no member of staff is able to access Tapestry from home or any other location.
- Staff accounts are reviewed regularly and leavers are made inactive whilst the deletion process takes place.
- Staff access allows input of new observations, photos and activities or amendment of existing observations and photos.
- Observations made by staff of children are saved for Manager approval before being added to Journal and sent to parents.
- Parents access allows input of new observations and photos. The option of adding comments to observations uploaded by the school is disabled.
- Parents must not upload any media from Tapestry onto social media sites.
- Parents log ins are restricted to their own child's journal.
- Where consent has been given by parents/carers for group observations these will be "split" into individual observations before saving for Manager approval.
- Parents can request a downloaded copy of their child's Tapestry journal at the end of the academic year. This copy will not contain names of staff or other children.

- Tapestry is not used as a general communication tool between school and home and these permissions have been disabled.

- Parents are expected to contact the school through the usual channels for any other day to day matters, e.g. absence, lost property etc.

**Security**

- The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site. (Please see the data protection clauses in the Tapestry Contract available on the Foundation Stage Forum Ltd website

  https://support.tapestry.info/parents-carers/

- A DPIA (Data Protection Impact Assessment) has been completed by the School.

- Access to information stored on Tapestry can only be gained by unique user I.D. and password.

- Parents can only see their own child's information and are unable to login to view other children's Journals.

- Multi factor authentication enabled on parent accounts.

- Once a child leaves Oak Green School their data will be deleted. Accounts will be marked as inactive during the 90 day deletion period after which time the data will be irreversibly deleted.

- Parent /carer access to Tapestry will be revoked immediately the child leaves and will only be reinstated if the child returns to the setting and on completion of a new consent form.

- Staff (only those with full access – Managers and Teachers) may access Tapestry at home through the use of their secure log-in and only with the permission from the Co-Headteacher for the phase.

- Once photos have been uploaded to Tapestry photos must be immediately deleted from the School mobile device on which they were taken.

- Staff must ensure they log out of Tapestry on any mobile device once they have finished making an observation or adding activities.

- Regular review of staff and parent accounts is undertaken by the GDPR Lead.