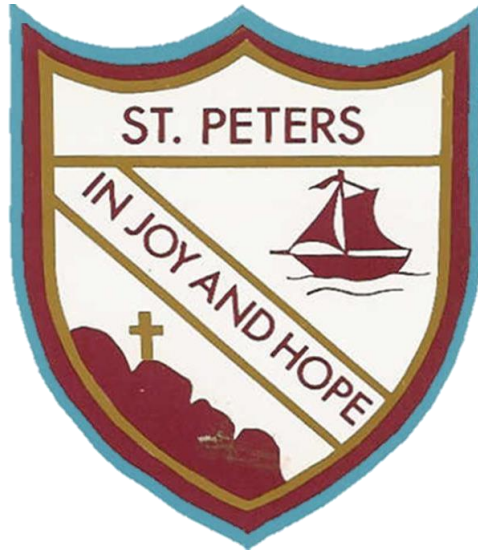# St Peter's Catholic Primary School

Tapestry Policy

Pending Governor Review: March 2024

Chair of Governors Signature_____

Aims

At St Peters Catholic Primary School we ensure 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 ages and stages of the EYFS curriculum.

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;

- Article 6 and article 9 of general data protection regulation
- Data collection census purposes-education Act 1996. This information can be found in the census guide documents on the following website https://www.gov.uk/education/data-collection-and-censuses-for-schools

Procedures

At St Peters Catholic Primary School we use the secure on-line system 'Tapestry'. This allows staff and parents to access the information via a personal password protected login. Whilst the children 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 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 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 any information on any other online platforms or social networking sites, such as Facebook, Instagram, Twitter or WhatsApp etc.

Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. 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 or via telephone call with parents/carers during the school day and 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 can 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 Peters Catholic Primary School.
- Staff should not share any information or photographs relating to children with any person not employed by St Peters 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.
- If accessing Tapestry on a private computer, or not on St Peters Catholic Primary School premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of St Peters Catholic Primary School
- At all times staff must comply with the Child Protection / Safeguarding policies of the school and Internet Safety policies and Data protection 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