

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Tapestry Policy

Statement of intent

At Valley Hill we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety and security

Staff use tablets to take photographs of the children taking part in activities/play and write an observation which is uploaded to the journals for families to read and to help to track children's learning during their time at Valley Hill.

Each staff member has a secure login which is password and pin protected. Staff are allocated time at work to update journals and assess their key children's next steps. A dedicated laptop, two ipads and a Kindle are provided for this. These devices remain in a secure locked cupboard in the nursery.

Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the nursery manager and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Valley Hill; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by room leaders, deputy manager or the manager. Parents logging in to the system can only access their own child's Learning Journey.

Parents may input new observations and photo's, and add comments to existing observations. They do not have the necessary permission to edit existing content. 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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

Parents without internet

Parents without access to the internet are welcome to come in to the setting to view their child's Learning Journey with their key person on one of our tablets.

When children leave

When a child leaves the setting we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at Valley Hill. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.