

Tapestry Policy – For Parents

How we use the system

Our online journal is used in two ways. To keep parents posted about what happens during our sessions through individual/group activities and as a record of each child's learning. It is a tool which enables both practitioners and parents to post observations and build a joint record of a child's early learning journey.

Group observations You may see photographs of groups of children participating in an activity in your child's journal. Your child may not always appear in the photograph but along it is relevant to them and they took part in the activity it will be added to their journal. We will not mention individual children in the notes section of group activities. If a child is specifically mentioned, their parent/carer are the only one to see this version of the post.

Individual observations

A child's key person and the rest of the team will add individual observations about your child as a way of tracking their development, planning next learning steps and ensuring they are making significant progress in their learning.

Practitioners will ensure that observations are written objectively, that they are informative and written in the third person. Key workers will ensure that every child has at least one observation in every area each term and all observations need to be completed before Preschool breaks up for the end of term unless stated otherwise.

Photos

Photos are only taken on our kindles as per our safeguarding policy. Photos are then deleted from the kindle once uploaded. Staff will only upload photographs that are clear and relevant.

Monitoring good levels of development

We use Tapestry to produce the following reports:

- Baseline assessments
- Half termly observation tracking
- Termly observation gap analysis – to direct Key Person observations
- Termly summary reports for parents
- Two Year Checks
- Snapshot analysis of a child's development
- Next observations and steps

At the end of each half term observations will be tracked and key workers will be asked to complete an intervention/enhancement form during a meeting with management, which will identify children's next steps. These will then be reviewed during the following meeting.

Frequency of posts / Tapestry as a tool for keeping parents informed about what is happening in our sessions

All parents will receive at least 1 post per week which lets them know about the learning that their child has taken part in. This could include a stand-alone photograph or written information.

Some posts don't need to carry any assessment because it's just information we want to share.

Safeguarding - Staff

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- Only DBS checked staff will use Tapestry
- All staff are given their own login and passwords to avoid them being guessed
- All staff sign our code of conduct when they start and are asked to termly reconfirm on our supervision form their acceptance of our Tapestry usage:

Safeguarding - Parents

- Parents must keep their Tapestry log in details confidential.
- Parents must NOT upload any media from tapestry onto social media sites.
- Parents must keep any observations that they read confidential, if they contain photographs or information about other children.