1.26 Tapestry Learning Journey Policy

Policy statement

St Christopher's Playgroup ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), 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.

1. **Procedures**

1.1 Each child has a named Key Worker allocated to them who will be responsible for the compilation of that child's Learning Journey.

1.2 St Christopher's Playgroup uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.

1.3 If parents do not have internet access they will be able to make an appointment to view their child's learning journey during playgroup hours with a member of staff.

1.4 A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

1.5 Staff access allows input of new observations and photos/videos or amendment of existing observations and photos/videos.

1.6 Parent access allows input of new observations and photos/videos or the addition of comments on existing observations and photos/videos – parent log-ins do not have the necessary permission to edit existing material from staff.

1.7 Observations put into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.

1.8 Parents logging into the system are only able to see their own child's Learning Journey.

1.9 The Learning Journey is started once the child has started playgroup.

1.10 New observational entries to a child's Learning Journey will usually be uploaded within a week of the observation being made.

1.11 Parents will receive an observation on their child's first day

1.12 Parents will receive a couple of observations a week of what their child has been learning or any achievements.

1.13 Each term we will share what our curriculum will be focussing on and any individual next steps for each individual child. These will be evidenced through observations as they learn or achieve these.

1.14 We add regular progress reports on Tapestry so parents and carers can see how their child is learning and developing. A baseline is completed as a starting point during your child's first 4-6 weeks depending how often they attend. Progress reports will be added at the end of the autumn term and spring term.

1.15 Photos/videos will be taken in such a way where possible to only include the specific child whose actual Learning Journey it is.

1.16 In all written observations, other children are referred to as "peers" and not by name.

1.17 All photos/videos taken of children are stored on the tablet and once added to the observation are deleted. This is usually within 2 weeks.

1.18 Parents must contact us through the usual channels for any other day-to-day matters, e.g. absence, changes to collection of your child etc. **They must not use the Learning Journey to do this.**

2. **Security**

2.1 Parents are asked to sign a Tapestry Consent Form

2.2 The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.

2.3 Access to information stored on Tapestry can only be gained by unique user id and password.

2.4 Parents can only see their own child's information and are unable to login to view other children's Learning Journeys. Parents have full access to edit their own comments and posts.

2.5 We are on the Register of Data Controllers with the Information Commissioners Office (ICO)

2.6 Parents have access to the Tapestry Security Policy.

2.7 Data will be held on Tapestry for the duration of the child's time at playgroup. The Learning Journey will be deleted 30 days after the child leaves. This will allow time for parents to download a PDF copy.

2.8 When a child leaves playgroup their Tapestry Learning Journals can be transferred to their new settings if they use this system. Parents will be asked to sign their permission for this on the Tapestry consent form when their child starts playgroup.

2.9 If parents feel their log in details have been compromised we ask that they inform playgroup immediately during working hours or contact Tapestry directly tapestry.support@eyfs.info.

3. **Staff**

3.1 Each member of staff has use of a playgroup specific tablet which is accessed solely through a personal PIN number.

3.2 The browser/app is set not to remember passwords/PINs.

3.3 Staff will not access Tapestry from any other devices other than their playgroup tablet or the playgroup laptop.

3.4 On occasions, such as outings with the children, a senior member of staff may take their tablet to record photos. This tablet will be taken in the playgroup outing bag and returned to the playgroup after.

3.5 All tablets are subject to regular scrutiny by the manager.

3.6 All tablets have appropriate parental controls set which can only be overridden by manager.

3.7 The tablets are restricted to only having the Tapestry app.

3.8 All log in passwords and PINS are secure and changed regularly.

3.9 Staff know to contact the Tapestry team at FSF HQ (tapestry.support@eyfs.info) so that they can temporarily deactivate our account/help us change passwords if our devices are lost/stolen or we suspect someone might be able to access our account.

3.10 Staff accounts are deleted when they leave. Or made inactive if necessary by the manager.

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This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair/owner)	Manager	