

PETER PAN PLAYGROUP

Dear Parents and Carers

We are introducing a new way to record, track and share your child's learning during their time at Peter Pan Playgroup. This system is known as Tapestry and is an 'online learning journal' which enables staff to take photographs, videos and make written observations to record progress of your child's learning and development. These records link to the Early Years Foundation Stage (EYFS) development statements and assist in making termly assessments of your child's progress. You will have access to this information using your email address and a secure password to log in so that you can celebrate this learning at home too. Parents can also add their own observations, photos and comments to the journal which will allow a holistic view of your child's development.

You will only have access to your child's journal and this cannot be seen by other parents. However, children will sometimes be photographed with others and for this reason we would like permission for your child to appear in photographs within other children's Learning Journals.

Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms. These photographs/videos taken and uploaded to Tapestry by staff are the property of Peter Pan Playgroup and you **do not** have permission to upload them onto any website on the internet. This includes copying, taking screenshots or any Tapestry data or downloading onto a PDF. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Next steps to progress your child's learning and development will still be shared with you and pieces of work completed by your child will be kept in a folder in the setting also to share with you.

If your child moves to another setting, which also uses Tapestry, it is possible to transfer the profile for the record to be continued. This will only be done with your written consent. On transition to school, the profile will be downloaded by Playgroup onto a PDF then burnt onto a CD or stored onto a memory stick for you to keep with the opportunity of sharing with your child's new school. On leaving Peter Pan Playgroup, all children's information contained in their online Learning Journal will be deleted from our account with Tapestry.

Tapestry is hosted in the UK on dedicated and secure servers who conform to very high safety standards and are proactively managed by a central security team. As safeguarding of our children is very important to us, everything that is added to Tapestry will be via our Playgroup account and can only be viewed by our staff that use the system, and also yourself, using your own log in details. As account holder, Peter Pan Playgroup is the sole owner of all data recorded on Tapestry including any information uploaded by parents. Tapestry will not access the account without the prior permission from Peter Pan Playgroup, ie to solve a technical issue and Tapestry will never attempt to contact parents directly or pass details on to any other party. The data stored within Tapestry is held within the 'cloud' and as Tapestry is a UK company it also adheres to UK Data Protection Act, therefore no data will be accessible from outside the UK by Tapestry as a company.

Attached to this letter is a permission slip to allow us to set up a Tapestry account for your child. Please read this very carefully before signing and returning to us as soon as possible. As soon as we receive your permission slip, your account details will be given to you. Once received you should ensure that you reset the setup password when your profile is created to a unique and memorable password. When uploading your own media/comments etc, you have responsibility for gaining consent from any other parties featured in said items and Playgroup will assume that consent has been granted. For further information you can visit the Tapestry's website: <http://eyfs.info/tapestry-info/introduction>.

For on behalf of Peter Pan Playgroup

Lucy Webb
Supervisor

TAPESTRY – ONLINE LEARNING JOURNAL PERMISSION SLIP

Please return this slip to Peter Pan Playgroup as soon as possible then your account details will be given to you.

Child's Name: _____

Date of Birth: _____

Please read carefully before signing. If you have any questions or comments, please speak to your child's key worker.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at Peter Pan Playgroup to take photographs and videos of my child to be used in their online Learning Journal
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/carers of Playgroup's featured in that particular photo.
- I agree **not** to electronically share, by social media or other platforms, or download **any** part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included).
- I agree to keep my login details safe and secure.

The email address I wish to use to access my child's Tapestry account is:

.....

Please use as my username (first and surname):

.....

All parents/carers that will be linked to the account need to sign below:

Name:

Name:

Signature:

Signature:

Date:

Date:

If you do not have access to the internet, please tick this box and you will be able to view your child's learning journal using Playgroup's tablet or laptop, during specific times in the setting throughout the year.

TAPESTRY ONLINE LEARNING JOURNAL POLICIES AND PROCEDURES

Aims

Peter Pan Playgroup ensures that all children attending the setting have a personal learning journal which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, 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.

Procedures

Peter Pan Playgroup uses an online Learning Journal system known as Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected login. Staff access allows input of new observations, photos and videos 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 logins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system are validated by a senior member of staff before being added to the child's Learning Journal.

Parents logging into the system are only able to see their own child's Learning Journal. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's child's Learning Journal. Parents who sign this agreement also then agree that they will not use the photos of their children, which may also contain other children, for anything other than personal use, so these must not go on any social networking sites or any other type of public use. This includes copying, downloading or taking screenshots of any Tapestry data. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in that parent's access to the system being withdrawn.

The Learning Journal is started as soon as possible once the child has started Playgroup and permission gained from their parents. Observational entries to a child's Learning Journal will normally be uploaded within two to three weeks of the observation being made. In all written observations, other children are referred to by initials only or 'child 1', etc, and not by name, unless we have a written or verbal consent from the parents.

All photographs and videos of children are taken on a tablet allocated to the child's keyworker and are protected by pin-access and are the property of Peter Pan Playgroup. These devices are usually kept in the setting and are solely used for the purpose of recording a child's Learning Journal and not for personal use. Once uploaded to a child's Learning Journal, photos and videos will be deleted from that tablet.

Peter Pan Playgroup will try wherever possible to allocate time to each member to enable them to upload observations. Any overflow will have to be completed in staff's own time. Staff have previously signed a confidentiality notice and any breach will be treated severely.

Peter Pan Playgroup will never share pictures, videos, names or other personal details on any social media outlets other than photos with parents' permission on Playgroup's Facebook, website, or Copthorne Parish Magazine for display purposes and are purely to advertise/display the variety of activities we offer within our setting. Names of children will not be displayed anywhere on Facebook, our website or the magazine.

If a child moves to another setting, which also uses Tapestry, it is possible to transfer the profile for the record to be continued. This will only be done with parents' written consent. On transition to school, the profile of each child will be downloaded by Playgroup onto a PDF then burnt onto a CD or stored on a memory stick for parents to keep with the opportunity of sharing with the child's new school. On leaving Peter Pan Playgroup, all children's information contained in their online Learning Journal will be deleted from our account with Tapestry.

Tapestry is not used as a general communication tool between Playgroup and home. A child's learning journal 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. Parents may contact Playgroup through the usual channels for any other day-to-day correspondence, eg absence.

Security

The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK.

Access to information store on Tapestry can only be gained by unique user id and password. Parents can only see their own child's information and are unable to login to view other children's journals.

Once received parents should ensure that they reset the setup password when their profile is created to a unique and memorable password. When parents upload their own media/comments etc, they have responsibility for gaining consent of any other parties featured in said items and Playgroup will assume that consent has been granted.

As account holder, Peter Pan Playgroup is the sole owner of all data recorded on Tapestry including any information uploaded by parents.

Tapestry will not access the account without the prior permission from Peter Pan Playgroup, ie to solve a technical issue, and Tapestry will never attempt to contact parents directly or pass details on to any other party.

The data stored within Tapestry is held within the 'i cloud' and as Tapestry is a UK company it also adheres to UK Data Protection Act, therefore no data will be accessible from outside the UK by Tapestry as a company.