

Bishopsteignton Pre-School Playgroup
Horn's Park
Bishopsteignton
Devon
TQ14 9RP
01626 777672
Email: bishop.preschool@outlook.com



Tapestry Policy

At Bishopsteignton Pre-School 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 the photographs for observations which are uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure filing cabinet at pre-school.

Photographs stored on the tablets are deleted once they have been uploaded to the Tapestry on-line journal.

We do not update our Tapestry journals during session time. Each staff member is allocated time outside of setting hours to update their Tapestry Learning Journey.

Staff members are permitted to access the Tapestry on-line journal via their own devices at home but must ensure that they log out when finished so that no unauthorised access can be obtained.

If any member of staff suspects that their login details have been compromised in any way, they must inform Ayeshia Burkill so that new login details can be created.

A note from Tapestry regarding security:

The Tapestry web service and data are hosted in a cloud hosting environment operated by AWS in the EU (primarily the Republic of Ireland, with backup Germany). AWS is the largest cloud hosting provider in the world and provides a secure platform for some of the world's largest on-line service providers.

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We make sure that the devices we use to connect to the Tapestry servers are physically secure. Each staff member has their own login, password and pin.

We ensure that the software running on our servers is up to date. We run regular automated tests and internal security reviews to examine.

The full Tapestry Journal contract is available to view upon request. This also includes their privacy policy.

Parents

Parents logging into the system can only access their own child's Learning Journey. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content.

Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey.

When children leave

If children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting.

When children leave the setting to start school we will, with parental consent, transfer the Tapestry account to our feeder school, Bishopsteignton Primary School.

When a child leaves the setting to start school 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 pre school. 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.

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Signed on behalf of the committee	
Date	