

TAPESTRY – LEARNING JOURNAL

Tapestry Policy

Naval Under Fives, 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, one that enables Parents/Carers to access their child's Learning Journal 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 iPads to take photographs for observations which are uploaded to the journals. Cameras can also be used to take photos and uploaded separately through the computer. Each Staff member has a secure login which is password and pin protected. The iPads and camera are kept in a secure cupboard or a safe within the Settings and may only be taken home by Staff members for specific reasons and with the express consent of management. Staff will be allocated time at work to update Journals and assess their Key Children's next steps. 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. Should Staff do work on Tapestry at home they must be aware of any other people around them and make sure they cannot be overlooked, all Staff have declared on their DBS forms that no member of their family who they share a house with, have a criminal record. Staff must logout as soon as they have stopped working. Any member of Staff who suspects that their login details have been compromised in any way, must inform the pre-school Managers and/or Head Office. 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 Child's Play; who are registered controllers of data with the Information Commissioner's Office (as are NUF, see Data Protection policy), and are bound by the Data Protection Act. Photographs stored on the iPads and cameras are deleted on a regular basis by a Member of Staff. "Memory / Scrap books," will also be held in Settings. These books will hold initial relevant information, observations and special pieces of work that may be relevant and used in parallel with the online Journal.

Parents/Carers

Parents/Carers logging in to the system can only access their own child's Learning Journey. Parents/Carers may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents/Carers 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. Should a Parent/Carer withhold this consent their child is only ever photographed alone, and no shared observations are or will include that child.

Positive Comments

Parents/Carers are encouraged to post positive statements. Any negative or hurtful statement that may be considered harmful towards the children's play, activities, exploring and learning will be removed. Group observations may be open to discussions between Parents/Carers about the children in the observation. Parents/Carers are reminded that we request all comments to be positive. Any derogatory or hurtful comments about the Settings, Staff, children and/or Parent/Carers, will be removed and the Parents/Carers will be requested to speak with the Setting's Manager.

Parents without internet

For Parents/Carers without access to the internet, your child's Setting will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the Setting for the Parent/Carer to view at all times and will be available to take home.

When children leave

When children move to another Setting NUF will arrange for the transfer of your child's Tapestry account to the new Setting, providing the new Setting also uses Tapestry. If this is not possible, NUF will email a PDF copy of your child's Learning Journal to the new Setting. NUF will give the Parents/Carer an option to either receive a PDF copy or a paper copy of their child's Learning Journeys.

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.

POLICY FOR STAFF & PARENTS RE: BABYSITTING

Naval Under Fives does not run a babysitting service, but we are happy for its staff to help Parents/Carers from time to time with babysitting in the evenings and weekends.

However, all Staff, Students and Volunteers have signed and are bound by contract of the confidentiality policy and data protection act and therefore they are unable to discuss any issues regarding Naval Under Fives, its Settings, Trustees, other Staff members, Students, Volunteers, Parents/Carers or other children. Should it be found that any Staff member has discussed anything relating to the matters above, this will result in gross misconduct and the Staff member will be instantly dismissed.

Staff members, Students and Volunteers are politely requested to inform a senior member of Staff/Management that they are babysitting for a Parent/Carers.

If a Parent/Carer should decide to employ current or past employees for babysitting, it is their responsibility to ensure the suitability of the individual concerned. Naval Under Fives follow the vetting procedures required for DBS for all Staff and Students. Volunteers and Parent helpers are not subject to the same vetting service. Parents need to be sure that the person they are asking to babysit is able to take on the responsibility for caring for children within their home, have the understanding of dealing with any health and safety issues that arise, that there are no medical issues which may affect their ability to baby sit and that they understand procedures in case there is an emergency.

Parents are politely requested that they give clear outlines to Staff, Students & Volunteers for the following:

Contact details-Either/Or mobile phone numbers and the phone number of the venue.

What to do if the child in their care becomes ill

What to do in the case of an emergency

Who to contact in the case of an emergency

What to do should someone unexpected call

What to do if Parents are not contactable or do not return at the time stated and agreed

Naval Under Fives does not accept any responsibility or liability for an individual's conduct outside of their contractual commitment of work for the NUF group. Any complaints will be recorded, however disciplinary action may not take place as the Staff member, Student or Volunteer was not working within a Naval Under Fives setting at the time, unless they have broken confidentiality or there is a safeguarding issue.

Staff, Students and Volunteers are reminded that it is their responsibility to report any safeguarding issues they may see whilst babysitting. Naval Under Fives will support and record any allegations of safeguarding and will remind them of the correct procedures to follow if they are concerned for the welfare of any child.