



Earith Pre-School 7
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Tapestry Policy

Policy statement

At Earith Pre-School 7 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 our parent/carer partnership.

Safety

As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child. Other than family, only key person staff and the manager have access to the journal.

Staff are not permitted to take the iPods home and they will remain on the premises at all times, unless specific permission has been granted by the manager. They are to be stored in a locked cupboard at the end of each day and over the holidays as a security measure. Staff wishing to update journals at home are able to access the Tapestry site using their own device.

Sharing with children

Staff may share the photos they take with the children as they are taken and will record any comments made by the child on the Tapestry site either under the photo or in with the observation. We will also encourage parents and carers to share the journals at home with their child. Within the setting, we will continue to take photographs of events and activities, which we will share with the children to look through in the setting. This enables children to develop their sense of belonging and share experiences with their peers.

Parents without internet

For parents and carers without access to the internet, we will offer the opportunity for them to view their child's journal throughout the year.

When the children leave the setting permanently, we will make a copy of their journal available either via USB or enabling the download function on Tapestry so families have a lasting record of their child's time at pre-school.

Policy/procedure Review date	September 2025
Next review due on	September 2026
Signature on behalf of provider	
Name of signatory	Deborah Young
Role of signatory	Chair person of committee