EYFS Tapestry Staff User Agreement

Rationale

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

Introduction

Ratcliffe Nursery ensures that all children attending the setting have a personal online Learning Journey which records photos, 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. This is shared with parents. The online system being used is Tapestry.

For Nursery Staff, Tapestry will also show children's developmental progress through the different age bands of the EYFS. The Head of EYFS will be able to track children's data.

Procedures

- 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.
- The child's class teacher or key worker is responsible for the compilation of their Learning Journey.
- All Ratcliffe College Nursery Staff can access and input new observations, photos and videos to any child in Nursery.
- A child's parents can access their child's Learning Journey from any device via a personal, password-protected login.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos.
- Observations input into the Tapestry system are moderated by the Head of EYFS before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form asking whether they allow 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.
- The Learning Journey is started once the child begins Nursery.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Photographs are on Ipads, cameras and stored on the Shared Area or Google Drive. Ipads and cameras are not taken off the school premises, unless being used to photograph children on a school trip outside of Nursery. In the unusual circumstance of remote distance learning

taking place, staff will be permitted to take an Ipad home to enable them to use Tapestry and lead distance learning from home. All photographs should be permanently deleted from the iPad before it leaves the school premises. Staff are not permitted, under any circumstance, to download any photos from Tapestry to their own personal devices.

Security
- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored 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 Learning Journeys.

As a member of staff working at Ratcliffe College Nursery I will ensure:
- I will adhere to the school's Policy on Acceptable Use of Camera's and Mobile Phones.
- I will not download any photos from the school iPad onto my own personal device.
- I will not pass on my personal login details to any other person.
- To the best of my ability, I will ensure that I will not upload photographs of a child in a group observation or photograph when their parent has requested that their child does not appear in another child's Learning Journey.
- I will upload a child's observation within two weeks of it taking place.
- I will immediately tell the Head of EYFS or Tapestry team at FSF HQ (tapestry.support@eyfs.info) if I believe someone else is accessing my account.
- I will log out of Tapestry and ensure I set the internet browser not to remember passwords when using Tapestry.

Review:
This agreement is reviewed annually by the Head of EYFS.