Avoncroft Pre-School Nursery
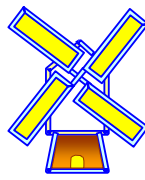
<u>Tapestry On-Line Learning Journal Policy</u>

Aim Avoncroft Pre-School Nursery use Tapestry software to provide an online Learning journey for your child which shows the evidence gathered to support all the learning and development your child has achieved while they have been at Nursery. This runs alongside all the areas covered in the Early Years Foundation Stage. We would like all parents to be able to access the Learning Journal in any way they choose and be able to contribute to their child's learning and development while at Nursery electronically if they wish.

Our aim is to ensure that all the data, that is uploaded, is secure and that all data is monitored by the manager before parents have access to their children's journals,

<u>Introduction to Tapestry</u>

Tapestry software is owned by The Foundation Stage Forum Ltd, (FSF) an early year's organisation that has provided resources and support for the early years workforce since 2003 The FSF is a VAT registered, limited company and is registered with the Information Commissioners Office (ICO) under the following registration number: Z1783069 The Tapestry web service is hosted on dedicated servers in a high security data centre. The servers are managed by a UK company (United Hosting) which vets its personnel to BS7858 standard. All data is held on their own servers at the data centre. Backups are taken regularly. Tapestry has a separate dedicated database server which does not accept external connections. Each Tapestry account has its own database, ensuring that there is no risk of data 'leaking' from one account to another. Passwords are set up on a number of levels for Tapestry users. Setting managers and staff have access to more areas of the system and more data than parents for example. Tapestry do not store plain text passwords. Connections between end-users and the Tapestry servers use SSL certification, the standard device to protect communication over a network. This employs Hypertext Transfer Protocol Secure (HTTPS) to encrypt the data flow between client and server. Its most obvious signature is the padlock icon many internet users are advised to look out for when i.e. using internet banking services. All staff who are maintaining the high integrity of the physical servers and are monitoring the software for have all been security vetted to BS7858 standard. This standard screen individual employed in an environment where the security and safety of people, goods or property is a requirement of the employing organisation's operations or where such security screening is in the public interest. The data centre is ISO27001 accredited. The ISO 2001 standard is considered to be the fundamental information security standard that defines the basic building and controlling of an Information Security Management System. Application Security testers have been employed to test the security of Tapestry. Automated weekly tests are standard which examine the configuration and security of their servers. FSF follow robust recruitment, induction and supervision processes. And they believe that they have a secure team who follow strict safeguarding policies.
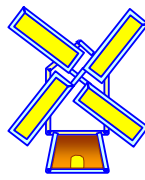
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Privacy and Data Ownership the Tapestry account manager and setting Manager Heather Harden owns the data on behalf of Avoncroft Pre-School Nursery.

Tapestry will not use personal information and will never contact parents directly for marketing or other purposes, nor will they pass on details to any other party. Only nursery staff and parents can access Tapestry. Permission is always sought by FSF employees if any problems need to be sorted out. Parents can only access details through the Tapestry Account Holder: Avoncroft Pre-School Nursery

If you decide that Tapestry is not for you Avoncroft Pre-School Nursery will delete all data and media associated with your child.

If Avoncroft Pre-School Nursery decide to discontinue Tapestry, we will completely delete all data and media associated with it. As children leave the setting, they will be moved into the deleted area, where after a period of 30 days, their records, data and media will be irreversibly deleted, unless they have siblings still attending, in which case only the relevant date will be retained. As data controllers Avoncroft Pre-School Nursery has overall responsibility for complying with the Data Protection Agency Requirements When we take out a Tapestry subscription we agree to Tapestry Terms and Conditions. All Practitioners receive training in the use of Tapestry which includes the sensible precautions such as confidentiality, safeguarding, online safety and permissions from parents. All Practitioners who leave our employment will have their access protocol deleted from the account.

Any Practitioners involved in disciplinary procedures will have access denied. Access will be denied immediately to all parents/carers whose children have been made inactive or have been deleted unless there are siblings still attending the setting. All parents will be asked to follow safeguarding procedures in keeping data protected i.e. not upload pictures of other people's children to social media sites.

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<u>Using Tapestry as an online Learning Journal</u>

Avoncroft Pre-School Nursery want to provide parents/carers with options of how they would like to be involved with their children's learning and development within the setting.

All children have a key person who makes sure that every child in their group is learning and developing to their full potential. Parent/carer input is essential to this process. We would like to provide parents/carers the opportunity to access and contribute to their child's learning journal by being able to access it online and to receive updates electronically if they wish.

Avoncroft Pre-School Nursery practitioners can write observations and upload photos and videos of children during the nursery day. All areas of the Early Years Foundation Stage can be accessed. This ensures that moments that are so precious to parents can be seen almost immediately on mobile devices. Practitioners often comment how beneficial it would be for parents/carers to see their children interacting and getting involved with activities during the nursery day which would only be just talked about as memories at the end of the Nursery session. Tapestry can make your child's experiences more alive.

Parents can contribute to these experiences immediately by adding comments to observations, videos and photos that have been sent to them. Children can also contribute to their own learning journals by adding their opinions and comments which can be recorded immediately, about all activities they are involved in during a nursery session.

Avoncroft Pre-School Nursery is not using Tapestry as a way of parents/carers communicating about any other aspects of Nursery i.e. absence due to illness or complaints. All these sorts of comments or enquiries will be directed through the correct procedures according to the setting policies and procedures.

We feel using Tapestry will improve communication between the Key Person, key children and their families.

The learning journals will still be produced as a CD when your child leaves the setting as a memory of their time at Nursery. Avoncroft Pre-School Nursery realises how precious these Learning Journals are as a keepsake.

All parents will be given a permission form to sign to allow Avoncroft Pre-School Nursery to complete their child's learning journey on line. All parents/carers will be given an access code so that they can access their child's learning journal online.

Parents are given the right to opt out of this system if they wish.