L A N G H A M V I L L A G
E S C H O O L

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Langham Village School 'Tapestry' Policy

Tapestry Policy Statement of intent:

At Langham Village 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.

Parents:

Parents logging in to 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 about children, other than their own child.

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. This will be in the setting for the parent to view at all times and will be available to take home.

Updating off-site:

These journals can be updated by staff off-site, through their secure login and in agreement with this Tapestry Policy. Parents can object to this off-site updates at any time by emailing head@langham.norfolk.sch.uk.

Safeguarding:

Staff use ipads 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 cupboard in the Coral Classroom. Staff will be allocated time at work to update journals and assess children's next steps. A dedicated laptop is provided for this. Staff are not permitted to download any photographs of the children onto their own devices. If any member of staff suspects that their login details have been compromised in any way, they must inform the Head teacher and 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 our setting; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

•All staff using Tapestry are recruited through our Safer Recruitment process.

• All staff are DBS checked.

• All staff are given their own login and fictitious passwords to avoid them being guessed

• All staff sign our code of conduct when they start with us and are asked to yearly reconfirm on our supervision form their acceptance of our Tapestry usage:

- I understand and agree that my tapestry login and email address is strictly only for my use
- The login and content cannot be shared with anyone outside of the setting
- The content cannot be downloaded or discussed outside of the setting
- Any content printed for internal use from the system must be shredded when finished with
- I understand my password must not be saved on any device
- I understand I must ensure I have logged out properly after each session
- I understand I must take care not to install software on my computer / device that may compromise security
- I understand that any post/comment deemed inappropriate will be removed by a member of staff

• All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

Data Collection and Storage:

• You can view Tapestry's Data Protection and Privacy Policy on: https://tapestry.info/privacy.html/

• Children's profiles are downloaded for parents when they leave us and deleted from Tapestry.

• Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

Signed: P Kossowicz

Date: May 2026

Review date: May 2027