

Tapestry Online Journal

At Little Acorns 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.

Safety and security

Staff use Ipads to take the photographs and videos for observations which are uploaded to the journals. Each staff member has a secure login which is password and pin protected. The Ipads are kept in a secure filing cabinet in the Pre-School. Photographs stored on the tablets are deleted once they have been uploaded to the Tapestry on-line journal. Each staff member is allocated time outside of setting hours to update their Tapestry Learning Journey.

Staff members are permitted to access the Tapestry on-line journal via their own devices at home but must ensure that they log out when finished so that no unauthorised access can be obtained. If any member of staff suspects that their login details have been compromised in any way, they must inform Samantha Boyer so that new login details can be created.

A note from Tapestry regarding security:

The Tapestry web service and data are hosted in a cloud hosting environment operated by AWS in the EU (primarily the Republic of Ireland, with backup Germany). AWS is the largest cloud hosting provider in the world and provides a secure platform for some of the world's largest on-line service providers.

Parents

Parents logging into 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. We ask that you do not upload any photographs or videos to any social media platform.

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.

When children leave

If children move to another setting, we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting.

When children leave the setting to start school, we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at Little Acorns. 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.