**TAPESTRY POLICY**

At Baby Bears Day Care, we use an online Learning Journey system called Tapestry. ([www.tapestryjournal.com](http://www.tapestryjournal.com)) This allows staff and parents/carers to access the information from any computer via a personal, password-protected login. The passwords used by staff are not saved to any device and all staff have a pin log in that is unique to them.

There are different access settings for the staff and parents/carers to allow them to use tapestry to create each child’s individual learning journeys. The different access types are stated below.

* **Staff** access allows input of new observations and photos or amendment of existing observations and photos. It also lets the staff update the child’s individual care diary so parent’s/carers can be aware of he child’s care needs during their sessions.
* **Parent/Carer** access allows input of new observations and photos or the addition of comments on existing observations and photos. The parent/carers logins do not have the necessary permission to edit existing material. Parent’s/Carer’s can upload their child’s Tapestry when they leave Baby Bears Day Care.

As part of the sign-up process parents/carers are asked to sign a consent form giving permission for 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 online learning journey.

Staff will be provided with tablets to access Tapestry wirelessly while working.

A child’s learning journey is a document recording their learning and development and parents/carers may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

When a member of staff leaves the company their login and nursery email account is deleted. When children leave the nursery, their profile is either downloaded and sent to the parents/carers by email or made downloadable for parents/carers straight from Tapestry. They are then removed from Tapestry and the parents/carers are made inactive and deleted.

Tapestry will also be used as a general communication tool between Baby Bears Day Care and home. A ‘Newsletter’ page will be used for the senior management team to upload notifications to all parents/carers at one time. There will not be any individual information of any child shared on this page.