

#### **Statement of intent**

At Chagford Montessori 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 tablets to take the photographs and videos for observations which are uploaded to the journals. The tablets are protected by 'Parental Controls' so that they cannot be used to access the internet and can be only used to access the Tapestry App. Each staff member has a secure login which is password and pin protected. The tablets may only be taken home by staff members for specific reasons and with the express consent of management. Staff must not use tablets in session time other than for recording children's activities, staff will be allocated time at work to update journals and assess their key children's next steps. During session time interacting with the children and meeting their needs must always take priority. A dedicated laptop is provided for this. This is also password protected.

Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working and keep their tablet in an appropriate and secure place. If any member of staff suspects that their login details have been compromised in any way, they must inform the manager 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 Chagford Montessori; we are registered controllers of data with the Information Commissioner's Office and are bound by the General Data Protection Act 2014. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

#### **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. Parents 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 Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

#### **Parents without internet**

Parents without access to the internet are able to see their child's learning journal by viewing it via the setting's devices at pre arranged times.

### **When children leave**

When 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 a child leaves 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 pre-school. 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.

***All the undertakings above are subject to the paramount commitment of the nursery school, which is to the safety and well-being of the child. Please see also our policies on Safeguarding Children, Confidentiality and Data Protection and ICT inc. (e-safety), we work in accordance with the DPA1998 and the GDPR 2018***