Online Learning Journal Policy

Introduction to Tapestry

Venture Outdoor Kindergarten uses Tapestry software to provide an online learning journal for each child. The learning journal gives a picture of the child's experience at the setting and is used as a method of communication between practitioners and parents. We use the learning journal to help us to monitor and track which of our children require additional support in order to progress further. This is used in conjunction with regular discussions with parents.

The benefits of using Tapestry

Tapestry promotes a strong partnership between practitioners and parents,
Other family members, such as grandparents can become involved more easily in a child's learning and experiences,
Parents have immediate access to their child's learning and experiences and are able to see their child interacting with other children and participating in activities,
Parents can give an insight into their child's experiences at home, providing starting points for conversation between the practitioners and children,
Parents gain an understanding of child development and any difficulties or significant barriers there might be which could prevent them from progressing within the curriculum
Parents can share their child's journal with them at home, promoting conversations about the child's experiences at the kindergarten,
Observation and use of Development Matters is used to track any children needing additional support and inform staff in order to assist with their professional judgement,
At the end of each child's time at Venture, the learning journal is downloaded and given to parents as a keepsake of their child's early years,
The learning journal may be transferred to the child's Primary School and continued by their Reception teacher until the end of the Foundation Stage.

Tapestry Security

Tapestry software is owned by The Foundation Stage Forum Ltd.(FSF), an early years 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 Commissioner's 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 and 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.. Tapestry does 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, for example when using internet banking services. All staff who maintain the high integrity of the physical servers and monitor the software have all been security vetted to BS7858 standard. This standard screens individuals 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 ISO 2001 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. They examine the configuration and security of their servers. FSF follow robust recruitment, induction and supervision processes and follow strict safeguarding policies.

Privacy and Data Ownership

The Tapestry account manager and setting manager Zoe Purkis owns the data on behalf of Venture Outdoor Kindergarten.

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 Venture Outdoor Kindergarten staff and parents can access Tapestry.

If you decide that Tapestry is not for your family, Venture Outdoor Kindergarten will delete all data and media associated with your child.

If Venture Outdoor Kindergarten decides to discontinue use of Tapestry, all data and media associated with it the account will be deleted.

As children leave the setting their records, data and media will be irreversibly deleted after a period of 30 days. As data controllers Venture Outdoor Kindergarten 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 including confidentiality, safeguarding, online safety and permissions from parents. Practitioners who leave the employment of Venture Outdoor Kindergarten have their access protocol deleted from the account. Any Practitioners involved in disciplinary procedures will have access to Tapestry denied.

Parents using Tapestry are not permitted by the software to download media from their child's journal.

Monitoring and review

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2017.

Reviewed September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.