


Services covered by this policy:	Pre-school Children's Service
Post holder(s) responsible for this policy:	Children' Service Senior Manager Preschool Manager
Date approved:	18 th August 2025
Approved by:	Jayne Buckingham
Signed:	
To be reviewed:	August 2027

A. Policy statement

Our belief is that everyone at The Hamlet:

- should be happy and safe
- is unique and valued
- can explore choice and opportunities
- is encouraged to unlock their potential
- can communicate in their own way
- is part of the wider community.

The Hamlet Preschool creates an online learning journal for all children attending the preschool. We use the software 'Tapestry': a secure online system used by many schools and 'early years; settings throughout the UK. It enables staff to record observations, photos, and videos in line with the statutory Early Years Foundation Stage curriculum (EYFS). This is to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

EYFS key themes and commitments are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and development.

B. Purpose of this policy and why we have it

The use of 'Tapestry' enables staff to record observations, photos, and videos of their child's learning journey. Parents/carers can also comment and add their own observations to their child's journal.

This joint record helps to promote communication and strong partnerships between the Hamlet and the child's home, thereby supporting each individual child's learning journey during their time with us.

C. Scope of this policy

- The Hamlet Users
- Parents/carers/home support staff of Hamlet Users

- The Hamlet staff
- The Hamlet Volunteers including Trustees
- Educational or work placements e.g., Occupational Therapy or Nursing
- Visitors

D. Policy

E. Procedures and monitoring

Safety and Security

The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by The Hamlet; we are the registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Staff

- All staff using Tapestry are recruited through our Safer recruitment process and are DBS checked.
- As part of our supervision process, all staff sign a self-declaration form declaring their suitability to work with children.
- Staff use tablets to take the photos 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 at the centre and must not be taken home by staff members.
- Staff are allocated dedicated time at work to update journals and assess their key children's next steps. Alongside using the tablets each staff member has a dedicated desktop computer or laptop with a secure login which is also password and pin protected to use.
- Staff should have minimal need to work on journals at home. They must seek authorisation from their line manager if the need arises for them to work from home. Staff are not permitted to download any photos of children onto their own devices. If staff do work on Tapestry from home, they should be aware of any other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working.
- Photos stored on the tablets are deleted on a regular basis by a member of staff.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the preschool manager and new login details will be created.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.

Name of policy:	Tapestry Use
Date approved:	18 th August 2025

- Staff may be subject to appropriate disciplinary procedures if they are found to be in breach of The Hamlet's use of technology policy.

Parents/Carers

- Parents/carers logging in to the system can only access their own child's Learning Journey.
- Parent/carers may input new observations and photo's, add comments to existing observations. They do not have the necessary permission to edit existing content.
- Parents/carers are asked to sign a consent form giving permission for their child's image to appear on 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/carers withhold this consent their child is only ever photographed alone, and no shared observations are made including that child.
- By signing their child's Tapestry agreement, parent/carers agree not to publish any of their child's observations, photographs, or videos on any social media site.
- The activation process is started by The Hamlet preschool and Tapestry emails the parent/carer with a link to set up their own secure password system.
- Parents/carers have 28 days to activate this link, before it becomes invalid. Parents can contact the Preschool Manager for a new link, which then must be activated within 24 hours.
- Parent/carer access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos. Any observations added by parents/carers must be approved and added into the journal by the preschool manager to ensure appropriate content.
- Whilst Tapestry provides a fantastic tool for sharing information between the preschool and parents/carers, it should not be used as a way of sharing general communication. The Hamlet advises that parents/carers discuss any issues they may have in person, either with the preschool manager or their child's keyperson.

Email notifications

Parents can opt to have an email notification each time a new observation is added to their child's journal.

Observations and Planning

The managers have full view and editing control of the system. Only they can input the personal details for each child and family members/carers. Any updates to this information can only be changed by the manager.

Name of policy:	Tapestry Use
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Each child is allocated a staff key person who is responsible for monitoring their development and for completing their learning journey. By recording observations, the child's key person can capture their experiences, track their development, plan their next learning steps and contribute to the preschool planning and ensure that the child makes significant progress throughout their time in preschool.

Staff can make observations for each other's key children if the occasion arises. All observations added to the Tapestry system by staff must be approved by the managers before they are added to the journals.

Frequency of Posts

During the preschool sessions, the staff are focused on the children. As such, online observations are often completed and added outside of the session and their frequency may be irregular. The aim is to add at least one keyperson observation within a fortnightly cycle for each child. Staff may not be able to give an immediate response to any comments or observations posted by parents/carers but will reply as soon as possible.

When children leave

When children move to another setting, we will transfer the Tapestry account to their new setting, if the new setting uses Tapestry. If they do not, we will email a PDF of the child's Learning Journal to the new setting.

When a child leaves the setting to start school, we will provide their parents with instructions of how to download their child's Learning Journal into a PDF document, so they have a lasting record of their child's time at preschool.

We will download a copy of their journal to save securely on [Access Care Planning](#) and keep this information for one year from leaving date.

The child's information, and their learning journey will be permanently deleted from our Tapestry account.

F. Regulations (Health and Social Care Act) and other legal references

- The Children's Act 1989
- General Data Protection Regulations (GDPR) May 2018
- The Children Act (Every Child Matters) 2004
- EYFS Framework
- Working together to safeguard children

This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.

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