Holy Souls RC Primary School

Wilworth Crescent, Blackburn
Lancashire BB1 8QN
Tel: (01254) 249892 Fax: (01254) 247383
Email: office@holysouls.blackburn.sch.uk
Website: www.holysouls.co.uk
Facebook: Holy Souls RC Primary School

Headteacher: Mrs Danielle Ellison **Chair of Governors: Mr Luke Devine**

Tapestry Policy

At Holy Souls RC Primary School, we use an online system called Tapestry to record and store all observations and assessments relating to each child in Foundation. This is a safe and secure system which enables parents and carers to access their child's Learning Journey at any time. Parents /carers may share the information with their child and post comments of their own, helping to create a full view of the child and to strengthen the parent partnership with school.

Safety and Security

Staff are responsible for the compilation of the journals and the recording of the children's development. Staff use tablets to take photos for observations which are then uploaded to journals. Each staff member has a secure login, and the tablets are password and pin protected. Staff are asked to follow the IT User Agreement in relation to Tapestry use. Staff must log out of Tapestry after use. Staff must not share passwords and login details. If staff feel that their login has been compromised in any way, new login details must be created. Staff may use the tablets at home, but must ensure security procedures are followed at all times. At all times, staff must comply with our Safeguarding Policy and Acceptable User Policy.

The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. All data held on Tapestry accounts is owned by Holy Souls RC Primary School, bound by data protection.

Parents

Parents logging into the system are only able to access their own child's Learning Journal. Parents may input new observation and photos and add comments to existing observations of their child. Any observations parents add must be an appropriate nature. Parents cannot edit existing content. Parents are asked for permission to sign consent that their child's image may appear in other children's Learning Journals as part of group work in class and also to protect images of other children that may appear in photos contained in their child's Learning Journal. If a parent withholds this consent, their child is only ever photographed alone and no shared observations are made. Before accessing the account, parents must sign the attached agreement.

Whilst Tapestry provides a fantastic tool to share information between the classroom and parents, it is not a communication tool and a way of sharing general information. The Learning Journal is a document to record the children's learning and development. Please do not use this facility as a forum or way to communicate with staff. Once the child has left Holy Souls their information will be deleted from Tapestry.

This policy runs in conjunction with our – Safeguarding Policy, E-Safety Policy and Data Protection Policy.

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Consent form Tapestry Online Learning Journey

We may take photos for a number of reasons whilst your child is in school and you have already signed/not signed a permission form for these various uses.

Our online Learning Journal called Tapestry will be used to reflect your child's time in Foundation at Holy Souls. It will include photos of your child at work and play with other children.

To comply with data protection, we need your permission for the following –

- I consent to photographs of my child being taken by school staff to be used in my child's own Learning Journal

  YES ☐ NO ☐

- I consent to photographs containing my child's image being included in other children's Learning Journal and other children being included on my child's Learning Journal. Please note, if this consent isn't given, evidence of group work and interaction with other children cannot be captured.

  YES ☐ NO ☐

- I consent to treat photographs containing images of other children as for my own personal use. (This means that information cannot be shared, or published in any way. For example, photos cannot be posted on social media or displayed in a public place). Failure to comply with this will result in your child's Tapestry account being closed.

  YES ☐ NO ☐

Name of child …… Child's Date of Birth ……

Adult's name for the account……

Email address to setup account……

Signed …… Date ……

This form is valid for the time your child is at Holy Souls RC Primary School, you may withdraw your consent at any time. This should be done in writing and a new consent form completed.