



## Tapestry

### Policy Statement

Over the Rainbow is committed to ensuring that children learn in the best way, in compliance with the statutory framework for early years, Over the Rainbow will monitor and assess children's learning when participating in activities. Over the Rainbow will do this by using Tapestry alongside a termly progress summary completed by each child's Key Person.

### Procedures

There are currently 6 staff members who use the Tapestry software; Kelly Price, Millie Bailey, Sarah Fowler, Rachael Fletcher, Sarah Nicholson, and Alexandra Brewster; who have access to all files to ensure the quality of the work is maintained. These staff understand the importance of ensuring the children's learning and development is fully developed.

The Tapestry software will be used on the tablets specifically bought for such purposes, as well as the main computers in the office. These will be used for photos and to build a portfolio of the child's learning experiences in the setting. The tablets will be kept locked away securely in the office overnight.

Parents are given access to their child's file via an email link, and parents are able to download the app. If they encounter difficulties in doing this, they can ask the manager to show them. Parents have the procedure of the EYFS 2023 and the Tapestry software explained to them upon induction to the setting, this includes how the data is stored and who has access to the data in line with the Data Protection Act.

Parents are requested to not use the photos taken by the setting to upload to social media, or to download. This is especially important for any picture or video that contains other children or staff members.

Parents who wish not to use the service have the right to formally request not to do so in writing to the manager, subsequently the manager will respond in writing. Permissions are sought on Registration Forms to allow your child to appear in both individual observations as well as group observations with other children.

This policy was adopted at a meeting of	Over the Rainbow
Held in:	Nov 23
To be reviewed in:	Nov 24
Signed on behalf of the setting:	kprice
Name of Signatory:	Kelly Price
Role of Signatory:	Manager