



Laugh and Learn Pre-School

Tapestry Policy

General Welfare Requirements in accordance with the EYFS

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

Policy statement

At Laugh and Learn Preschool we use an online system called Tapestry to record and store all observations and assessments relating to each individual child. It shows children's developmental progress through the areas of Learning and Development of the EYFS. It is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time on the go. They can share it with their child, family and friends at home and also post any comments on observations and post observations, photographs and videos of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Procedures

- Observations inputted into the Tapestry system are validated by the Manager (Sharon Bennett) or Deputy Manager (Jess Fedarb) before being added to the child's Learning Journey for viewing by the parents.
- The Learning Journey is usually set up prior to the child having started Laugh and Learn Preschool to enable parents to have the time before their start date to input relevant information to their child's 'All About Me' section.
- Observations will regularly be uploaded for parents/ carers see their child's progress at Preschool.
- New observational entries to a child's Learning Journey will usually be uploaded no later than two days of being taken.
- Staff are encouraged to take weekly observations of their Key Children.
- Jess (Deputy Manager) will upload group observations of the children of those with permission when appropriate each week.
- Tapestry is not used as a general communication tool between Laugh and Learn Preschool and home. A child's learning journey is a document recording their Learning and Development and parents may add comments on observations or

contribute photos, videos or information about activities they have been doing at home.

Safety and security

- Staff use the setting owned tablets only to take photographs and videos for observations which are then uploaded to Tapestry.
- Each staff member has a secure pin protected login within the settings secured password protected login.
- The tablets are kept in a locked filing cabinet in the Preschool office and may not be taken home by staff members under any circumstances.
- Staff accounts will not be accessible on their personal devices.
- Sharon Bennett (Manager) and Jess Fedarb (Deputy Manager) will only access their account on work tablets or laptops which are kept securely.
- Staff will alternate the use of the tablets throughout sessions to ensure all Learning Journals receive regular observations. This will be managed around the setting to ensure the children are still in a stimulating and safe environment.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the Preschool Manager (Sharon Bennett) or Deputy Manager (Jess Fedarb) and a new login will be created.
- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Child's Play; we are registered controllers of data with the Information Commissioner's Office and are bound by The General Data Protection Regulations 2018.
- Photographs of children which are stored on the iPads and mobile telephone are deleted on a weekly basis by Sharon Bennett (Manager) or Jess Fedarb (Deputy Manager).

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 permissions 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 for Group observations and activities, 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

- For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey which will be shared every half term on upon request.
- This will always be securely kept in the lockable filing cabinet in a locked office.

When children leave

- Before we transfer children's Tapestry Learning Journal to any new or additional setting/ professional we will gain written and signed consent from the parents/ carers.
- When children move to another setting, we will transfer the Tapestry Journal to the new setting if they also use Tapestry. If they do not, we will email a PDF to the setting if consent is gained.
- When a child leaves Laugh and Learn Preschool 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 Preschool. If the parent does not have access to the internet we will print this for them.
- 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.
- If the school uses Tapestry, we will transfer the Tapestry Journal to the school. If they do not, we will email a PDF to the school once consent is gained.

General Data Protection

We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you in our Welcome Pack or upon request.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School and Jess Fedarb Deputy Manager of Laugh and Learn Pre-School.

Signed: Sharon Bennett and Jess Fedarb

Dated: February 2026

This policy will be reviewed in the Spring term of 2028.