

1.7 Use of Tapestry and other technologies

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of technologies including computer hardware, software. This includes PCs, iPads / tablet devices and any other computer / electronic device that is able to store data. It also includes software such as Tapestry (online learning journals) and other software such as spreadsheets, word documents, web sites and other software.

Procedures

Personal computers, iPads / tablets and other hardware and software

- Personal computers, tablets and any other electronic or computer-based device with the ability for saving or recording data belonging to our staff and volunteers are not used on the premises during working hours.
- Personal computers, tablets and any other electronic or computer-based device with the ability for saving or recording data belonging to our staff and volunteers are not used off-site with regards to any matters related to the children in our setting.
- Staff and volunteers may use devices owned by Hidden Valley Bushcraft Ltd in the following circumstances:
 - Using only software (including applications) provided by Hidden Valley Bushcraft Ltd
 - Using PIN password protection to access the device
 - Using software password protection to access specific children related data (e.g. Tapestry for learning journals)
- Staff / volunteers must sign a declaration regarding their reading and understanding of the Policies and Procedures including agreement to the correct use of equipment
- Staff / volunteers must have accepted their contract of employment as well as roles and responsibilities where applicable

On-line learning journals such as Tapestry

- On-line learning journals such as Tapestry are used on Hidden Valley Bushcraft owned devices only.
- Tapestry software, any other installed software and any supplied device will be used as it is intended, for matters related to the kindergarten only.
- If the device or software may be compromised in terms of security e.g. through other people's knowledge of the PIN / password codes (including any other person that is not employed or volunteering in an official capacity for the kindergarten) the security breach will be brought to the attention of the owner and the Safeguarding lead person immediately. In such cases the situation will be assessed in terms of the safeguarding risk and measures taken accordingly.
- Photographs, videos, records or data recorded on the Kindergarten's device that may be related to specific children will not be transferred to any other device by the user via any means (including any data cables and

any wireless networks) using any communication software (including email, social media, data transfer) unless agreed in writing by the owner except in the normal use of Tapestry (i.e. via between Hidden Valley Bushcraft device and Tapestry secure data server).

- Any photographs and any observations on Tapestry learning journal will only be shared with authorised parent / carer users for their own specific child, except where there may be group photos / group observations where all respective parents / carers have given their consent.
- Regular observations will be made for each child making links where appropriate to the Early Years Foundation Stage (EYFS) curriculum.
- Tapestry will be used by key workers to make regular observations of the children's learning, to analyse the children's progress and to plan next steps for specific children and for the group as a whole. Planning may be long term, mid-term and short term including planning in the moment.
- Where photos are taken these should be linked to the EYFS where appropriate and annotated to explain what is happening in the photos.
- Parents / carers are encouraged to access their child's learning via a unique username and secure password. They are encouraged to comment on observations and also to add their own observations from home thus building a bigger picture of the child's learning and to establish an openness between the setting / key worker and the family for all child-related issues.
- Parents / carers are only permitted to use their access to their child's Tapestry learning journal for the purposes of supporting their learning and development. All information (including written text, photos and videos), on Tapestry relating to a child's learning and development remains the property of Hidden Valley Bushcraft Ltd. Parents / carers are not permitted to copy or download text, photos or videos for the purposes of social media, internet use or any other business.
- Hidden Valley Bushcraft Ltd complies with data protection legislation.

This policy was adopted by	Hidden Valley Bushcraft Ltd	<i>(name of provider)</i>
On	23/08/2017	<i>(date)</i>
Date reviewed	16/10/2018	<i>(date)</i>
Date to be reviewed	16/10/2019	
Signed on behalf of the provider	<i>L Goldsmith</i>	
Name of signatory	Louise Goldsmith	
Role of signatory (e.g. chair, director or owner)	Owner	