

Tapestry Policy

Policy statement

In Darul Madinah are using the online observation system to record the children's learning. The online learning system is called tapestry. This will be used to record observations, photos and videos. All parents will be given the opportunity to sign up for this service and be part of their child's learning journey. Parents will also be able to add their own observations and photos onto tapestry once approved by the manager. This will give Dar-ul Madinah a chance to build a stronger partnership with parents. Children continue to develop from the date they start preschool until they leave for their reception class. This development can be shared between the nursery and home.

Procedures

In Darul Madinah we use a secure online observation system called tapestry which can be used by parents and staff with a secure login and password to access the information. A key person is allocated to each child, it's that key person's responsibility to develop and complete the learning journey of that child. However other key person can also record activities of other children who they are not key person for. For example, if staff members see a child doing an activity they can also log into the learning journal. Parents will only have access to view their child's learning journey. Other children may be in photos with your child if the observation is of a group activity with the consent from the parents. Parents can also log into the system and add observations of their child which will be sent to the manager for approval to make sure the content is appropriate. Parents can also comment on observation but this will not be used as a communication tool between staff and parents. Before we link children to other children's observation permission will be taken from parents in a form of a letter explaining the guidelines of tapestry and requested permission. Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook). Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff to ensure they are providing relevant and informative information.



(An Islamic School System)

Dear Parents and Carers,

Salaam

I hope you are all in good health and imaan. All children attending Dar-ul Madinah have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, an online system, which is hosted within the EU on secure servers. Further security details are available on request. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website or mobile app, which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

The nursery has a secure Tapestry website, which once you have provided the nursery with an e-mail address we will be able to set you up with an account. We will also give you detailed information on how to view/use your child's Learning Journey. If you do not have access to e-mail your child is still able to have an online Learning Journey which you can access through the use of nursery computer equipment during specific dates throughout the year. Each child will receive a CD with their Learning Journey on at the end of the Nursery Year.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our 'our tapestry policy' and 'Mobile phone/camera' policies (both are available to view in pre-school or can be sent by email upon request, failing to uphold this request will result in suspending your child's online Learning Journey. We also ask that if you become aware of this happening you inform Dar-ul Madinah immediately.

In order for your child's Learning Journey to be created please give us permission by completing the attached slip. Also if you provide your E-mail address we will set up an account enabling you to access your child's learning journey via the secure Tapestry website for your child. (Please note each parent only has access to their own child's Learning Journey)

If you have any questions or queries about the on-line Learning Journeys please do not hesitate to ask the nursery manager.

Many Thanks

Nursery Manager

Tapestry Online User Agreement

Childs name:

- I agree to Dar-ul Madinah using Tapestry to create an online learning journey for my child.
- I agree to uphold Dar-ul Madinah request not to share or upload any photographs shared with you to any social media sites.
- I agree to only add photos or videos of my child unless I have the permission of anyone else included in them.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my log in details secure.
- I agree to my child's key person working on their Learning Journey at home and in line with the Staff policy and user agreement.

If you do not agree with any of the statements above please put a line through that statement, the manager will contact you to discuss the steps we will take to adhere to your wishes.

Parents name:

Signature:

Date:



Tapestry Permission Slip

I give permission for Dar-ul Madinah to create an online Tapestry Learning Journey for (Name of child)

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is (Provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using nursery equipment during specific times throughout the year. ☐

Tapestry - All About Me

Please fill in the following information for us to upload to tapestry. Once this is completed, you will be able to view the All About Me section on a computer from home.

Getting to Know My Family and Me

My age on starting School Lane Pre-school is	
I like to be called	
My first language at home is	
Other Languages in my family are	
Who lives in my house?	
My experience of being away from family	
My experience of playing with other children	
Special people in my life	
My family and I celebrate	
Important events in my life	

Interests & Preferences

Things that excite me and make me happy	
My favourite rhymes, nasheeds, books, activities, toys, and places to go	
Things I like to do outside	
My weekly routines	
Things I can sometimes get angry or upset about	
Things that comfort me	

Food & Drink

I usually eat	
My favourite food is	
My favourite drink is	
I do not like	

Health and Development Medical info

Do I have any allergies?	
Do I have regular contact with health professionals or agencies?	

Health Info

What am I good at?	
What do I need help with?	
How do I communicate? (e.g. verbally, sign language)	
How do I respond to new people or situations? Do you have any concerns about my development?	
How do I handle disappointment	
When do I go to sleep?	
Nappy Changing / toileting info	

Please return as soon as possible. Thank you.



Staff Tapestry Agreement

In order to maintain confidentiality of the Dar-ul Madinah staff need to comply to the following guidelines:

- Once staffs have finished using tapestry they need to make sure they log out of it safely in order to maintain confidentiality.
- In no circumstances should staff share login details with anyone not part of Dar-ul Madinah.
- Staff needs to make sure they do not share any information or photos of the children with anyone that is not working in Darul Madinah.
- At all times staff needs to ensure they are taking responsible steps in the safe keeping of the portable devices. E.g. tablet - they should report any device that's missing.
- If the staff is accessing tapestry using their personal device not in the nursery then they should make sure they are still maintaining confidentiality and professionalism.
- All the information that is entreated into tapestry needs to be appropriate.
- All the entries in tapestry will remain Darul Madinah's property.
- All entries on Tapestry must be appropriate.
- At all times staff needs to be complying to the policies of Darul Madinah.

Policies

Use of mobile phones and cameras policy

Safeguarding policy

I confirm I understand and will adhere to this agreement at all times

Signed

Name:

Position

Date: