



## Tapestry Policy

**Date updated: November 2025**

**Date of next review: November 2026**

### Aims

Wacky Woods Alternative Provision ensures that all children attending the setting have a personal Learning Journey which records attendance, photos, observations, and comments, to build up a record of each child's achievements during their time with us.

It will also show children's developmental progress through their time with us.

### Procedures

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Wacky Woods uses an online Learning Journey system - Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of attendance, new observations and photos or amendment of existing observations and photos.
- Parent and Schools access allows input of new observations and photos or the addition of comments on existing observations and photos – parent and schools logins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents and schools logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey starts once the child has started at Wacky Woods. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to as 'C1', 'C2', etc. – and not by name.
- We will try wherever possible to allocate 'Tapestry time' to each member of staff to enable them to upload observations.
- Parents and schools may contact us through the usual channels for any other day-to-day matters,

e.g. absence, lost property, etc.

### Security

- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- Further information on security from Tapestry Security Policy is available on request from the admin team.