

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover Tapestry in the setting.

# **11.0 Use of Tapestry**

## **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 Tapestry in the setting.

## **Procedures**

- Consent forms must be signed by parent/carer for their child's learning journal to be activated.
- The child's Key Person will be responsible for the compilation of their child's Learning Journey observations.
- Tapestry allows individual staff and parent to access from any computer/tablet via a personal, password-protected login.
- Staff access allows input of new observations, photos, videos and comments by using their own secure password protected login.
- Parent access by using their own secure password protected login allows them to view the key workers observation's but do not have the facility to amend or edit existing staff material.
- Parent access by using their own secure password protected login allows them to input new observations, photos videos or comments from themselves about their child.
- All material input from staff is closely monitored by management and then validated before being added to the child's individual profile for the parents to see.
- Parents logging into the system can only see their own child's learning journal.
- Staff logging into the system can only see their own key children.
- The images/videos **must not** be posted on any social media site. Failure to comply may result in legal action.

## **Camera and video**

- Members of staff must only use Alban Pre-school equipment.
- Photos and recordings of children are only taken for valid reasons. (Used in learning journal/setting display) Once parent/carer permission has been obtained.
- Equipment to be stored when not in use in a locked cupboard.

## Security

- Access to information stored on Tapestry can only be gained by a unique user ID and password.
- Parents can only gain access to their own child's learning journal.
- No other parent can gain access to another child's learning journal or login details.
- Unique login details are not permitted to be exchanged with another person without prior consent from Alban Pre-School.
- Use of equipment is monitored by the manager.

## Legal framework

- Protection of Children Act (1999)
- Data Protection Act (1998)
- Safeguarding Children (2013)

## Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

This policy was adopted by

Alban Pre-School

On

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15/01/2019

Sign

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