

Forres Sandle Manor (EYFS) Policy

Policy Title	Tapestry e-Learning Journey
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

TAPESTRY CLASSROOM DOJO E-LEARNING JOURNEY

General Welfare Requirements: Safeguarding and promoting children's welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1. Child development 2. Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.3 supporting learning 2.4 Key person	3.2 supporting every child 3.3 the learning environment 3.4 the wider context	4.1 play and exploration 4.2 Active learning 4.3 creativity and critical thinking

Policy Statement

Assessment plays an important part in enabling practitioners, parents and carers to recognise children's progress and understand their individual needs. Parents and carers should be kept up to date with their child's progress and development.

Procedures

- Each child in the EYFS will have a named Key Worker who will oversee their children's Learning Journeys. All EYFS staff may contribute to any child's Learning Journey.
- All EYFS staff should understand that when using Tapestry/Classroom Dojo, sensible precautions such as keeping all access details confidential and not

permitting any material to be used without written permission from parents/carers must be considered.

- Staff are to be deleted from the FSM Tapestry/Dojo account on cessation of their employment by the school.
- Staff involved in Safeguarding disciplinary procedures will be prevented from access to Tapestry/Classroom Dojo.
- FSM EYFS uses Tapestry and Classroom Dojo which allows staff and parents to access the information pertinent to them from any computer or mobile device using a personal, pass-word protected login.
- Staff access allows input of new observations, photos and comments in addition to the ability to edit material. Parent access does not allow editing of material.
- Parents 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.
- Parents are asked to sign a consent form agreeing that no photographs, videos, texts etc from Tapestry are to be uploaded onto social media sites.
- In all written observations other children are referred to as C1, C2 etc and not by name.
- Tapestry is not used instead of normal communication between school and home. The book provided will continue to serve this purpose and parents may continue to speak in person to staff.

Physical Security

- The Tapestry on line Learning Journey system is hosted on dedicated servers in a high security data centre in the UK. Knowing that the data and backups are not stored in other jurisdictions means that all data is governed by UK law.
- The Tapestry servers are backed up four times daily to a separate data-centre so that in the event of a major disaster recovery of data is still possible.
- The Tapestry servers are pro-actively managed 24 hours a day, including regular updates and patches for security vulnerabilities. Additionally the servers conform to very high environmental standards, being audited and certified to ISO 14001 (Environmental Management) standard.

Application Security

- The Tapestry accounts and codes are held on a secure server (https and the padlock on the address bar) as is usual for sites requiring extra security.
- Each Tapestry account has its own database – a settings information is not held in a larger database with other accounts.
- The Tapestry code itself is developed using hack resistant techniques such as Cross Site Request Forgery (CSRF), protection via form keys and input fields checked and stripped for XSS (Cross Site Scripting) data and characters.
- File names are encoded for uploaded photos, video and images.
- Log in passwords are never stored but are salted and then hashed.
- The framework is well tested and developed by a programmer experienced in the field of web applications subject to hacking attempts.