



## 14b. Tapestry Online Learning Journal Staff Responsibilities

At FDNM we use Tapestry to record and share a child's learning journey with parents. Staff employed by the nursery will therefore have access to their key children's (and maybe other children's) observations, assessments, photos and videos. Thus it is vital that staff understand it is their responsibility to:

- Ensure any information regarding the children stored online on Tapestry is only accessed to update the journals and is for the sole use of recording a child's development
- Guarantee they will not under any circumstances, share this information with anyone other than authorised persons
- Ensure they do not share their personal log in details with any one
- Adhere strictly to FDNM's Safeguarding and E-Safety policies
- Only take pictures/videos of children on FDNM equipment
- Ensure any information they have access to is not downloaded on any device other than the nursery equipment
- Agree to not print any of this information anywhere other than at nursery and only for official use

Staff must understand that the information stored in Tapestry is highly sensitive and it is their responsibility to promote the safeguarding and welfare of each and every child at all times.

*This policy was adopted on 21/06/16*

*Implemented by: Afshan Din (Nursery Manager)*

*Reviewed & Agreed by: Shiraz Kothia (Director)*

*Date for review: 21/06/17*

*Signed on behalf of the nursery:*