



Early Years Tapestry Policy

Aims

The British School Tenerife ensures that all children attending the Early Years setting have a personal Learning Journal which records photos, observations, and comments. This builds a record of each child's progress and achievements during their time with us.

Tapestry is a safe and secure online system that enables parents to access their child's Learning Journey. Parents can also upload their own comments, observations, and photographs, supporting a shared approach to learning.

For our Playgroup children, Tapestry is also used as a form of communication, sharing information with parents about the children's health and care routines.

Procedures

- The British School Tenerife uses an online Learning Journal system (Tapestry), allowing staff to access the information securely from any school computer via a personal, password-protected login.
- Staff access allows the input of new observations and photos or the amendment of existing entries.
- A Learning Journal is started once the child has begun attending the setting and the Data Protection Form has been signed by the parents.
- Parent accounts will be set up once the child has been in the setting for at least two weeks, allowing staff time to make initial observations and take photographs.
- New observations, "wow" moments, and special events will be uploaded to each child's Learning Journal within two weeks of the observation being made.
- Photos and videos from events, shows, and assemblies will be uploaded within three days after the event.
- Observations and updates will occur on a fortnightly basis.
- In all written observations, other children must be referred to as "another child." No names or initials should be used.
- The school will endeavour to allocate non-contact time each week for staff to upload observations. Any additional time required may need to be completed outside of scheduled hours.
- A child's Learning Journal is a record of their learning and development and is not used as a general communication tool between Early Years and home — except in Playgroup, where staff use the Care Diary to share information about health and care routines.
- Parents should contact the Early Years department through the usual channels for other matters such as absence, lost property, or general communication.

Security

- The Tapestry online Learning Journal system is hosted on secure, dedicated servers based in the UK. The server host maintains high security standards both online and physically. The 'https' prefix in the website address denotes that it is a secure site.
- Staff use school iPads to take photos, videos, and observations, which are uploaded to Tapestry.
- Each member of staff has a secure login, protected by a password and PIN.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to agree not to share images of other children that may appear in their child's journal.
- Photos and videos taken using the Tapestry app are not stored permanently on the device used. They are uploaded to Tapestry and deleted from all hardware.
- Access to Tapestry information requires a unique user ID and password.

- Only the Early Years Lead has access to all children's information. Other staff can only view their own Key Children's journals.
- Passwords must not be saved on any device. Staff must log in each time they access Tapestry.
- When accessing Tapestry via the web, staff must use an incognito or private browsing window for security.

Parents

- Parent logins do not have permission to edit existing material.
- Parents can only view their own child's Learning Journal.
- Each parent has a secure login, protected by a password and PIN.
- Parents must not share or upload any photos or videos from Tapestry onto social media or other public platforms without the express permission of the Early Years Lead and any parents of children featured in the media.
- Parents may upload their own observations and photos and add comments to existing entries.

When Children or Staff Leave

- Once a child leaves the British School Tenerife, a request will be made for their data to be deleted. After a 30-day retention period, the data will be permanently and irreversibly deleted.
- Parent access to Tapestry will be revoked immediately when the child leaves and will only be reinstated if the child returns to the setting.
- When a child leaves, parents will be able to download a PDF copy and bulk file of their child's Learning Journey as a record of their time in Early Years. An email will be sent to parents once the Early Years Lead grants permission to download.
- As Tapestry is used only in the Early Years department, when a child leaves Reception, parents will be notified and granted access to download their child's Learning Journal before the account is deleted.
- If a member of staff leaves the school, their Tapestry access will be revoked immediately and their details deleted from the system.

Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2027		