TAPESTRY POLICY

Last reviewed:	January 2026
Next review due:	January 2027

Statement of intent

At The Little Firefly Forest School we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Using Tapestry

As a parent, you can use Tapestry on your computer, tablet, phone via this URL:
https://tapestryjournal.com/s/the-little-firefly-forest-school-44122/

Or you can download the app
Android: Tapestry Mobile - Apps on Google Play
Apple: Tapestry Journal on the App Store

How it works:
- The Little Firefly will set you up with an account
- You will receive an email titled 'Create your The Little Firefly Forest School login'
- Create your password and you're off!

Staff can access Tapestry on their company-provided mobile phone.

How we use Tapestry

- We use Tapestry to log daily observations about what your child and their group have been up to. These are photos and videos from across the day.
- We write individual observations about your child and their progress, including two year checks.
- We also log our accidents, existing injuries, medicine consent and incidents on here.
- We share memos about upcoming events and interesting things.

- We also have documents that you can reference like our recommended kit list, clothing advice, useful contacts and articles about the compassionate communication approach we use at forest school.
- You can also add observations about your child and we really encourage you to do this. It helps us have a two-way conversation with you about your child's learning and progress. The children love to see their photos and share what they have been doing at the weekend and it really opens up some great chats too!

Your child's 'About Me'
Before a child starts, we ask parents/carers to complete their child's 'About Me' section. This gives our staff a good insight into a child before they begin with us and allow us to prepare some activities that will help to settle their child.

- Go to 'Children'
- Click on your child's name, then 'About Me'
- Click 'Edit About [your child]'

Notifications
Tapestry's notifications are automatically set up to be internal only. If you would like to receive email notifications from Tapestry, please go to your name in the top right corner > Edit preferences > Change notification preferences.

You can choose immediate, daily or weekly email notifications for most types. We recommend turning on the below notifications so you don't miss any important information about your child's learning
- New observation
- Memo published
- File published
- Report published

Documents
The documents section has articles and resources that we share about our approach to working with children, useful information including team working days and contact numbers, kit list and clothing advice plus our termly newsletters.

Memos
This is where our staff will share topical news and information like events we have coming up, any big weather changes etc.

Safety and security
Staff use camera phones to take the photographs for observations which are then uploaded to the journals. Each staff member has a secure login which is password-protected. Staff complete their pupil observations at home and the devices remain on the person of the staff, are not accessed by anyone else and are stored in a locked cupboard or box when at home.

Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and

make sure they are not overlooked. They must log out as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the nursery managers and new login details will be created. The Tapestry online learning journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by The Little Firefly Forest School; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Photographs stored on staff mobile phones are deleted on a regular basis by a member of staff.

Parents

Parents logging in to the system can only access their own child's learning journey. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content. 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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

Parents without internet

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper learning journey. This will be in the setting for the parent to view at all times and will be available to take home.

When children leave

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we can email a PDF to the setting on request. When a child leaves the setting to start school or a new setting, we encourage parents to download their child's learning journey so they have a lasting record of their child's time with us. The child's information, and their learning journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left, aside from data that we are required to keep for our records in line with our record keeping policy.

Policies, procedures and risk assessments referred to in this document:
- Data protection policy
- Information sharing policy
- Record keeping policy

External references:
- Data protection: The UK's data protection legislation - GOV.UK
- EYFS statutory framework for group and school-based providers