



Dar-ul-Madinah
(An Islamic School System)

Staff Tapestry Agreement

In order to maintain confidentiality of the Dar-ul Madinah staff need to comply to the following guidelines:

- Once staffs have finished using tapestry they need to make sure they log out of it safely in order to maintain confidentiality.
- In no circumstances should staff share login details with anyone not part of Dar-ul Madinah.
- Staff needs to make sure they do not share any information or photos of the children with anyone that is not working in Darul Madinah.
- At all times staff needs to ensure they are taking responsible steps in the safe keeping of the portable devices. E.g. tablet - they should report any device that's missing.
- If the staff is accessing tapestry using their personal device not in the nursery then they should make sure they are still maintaining confidentiality and professionalism.
- All the information that is entered into tapestry needs to be appropriate.
- All the entries in tapestry will remain Darul Madinah's property.
- All entries on Tapestry must be appropriate.
- At all times staff needs to be complying to the policies of Darul Madinah.

Policies

Use of mobile phones and cameras policy

Safeguarding policy

I confirm I understand and will adhere to this agreement at all times

Signed

Name:

Position

Date: