

FAMILY Policy

Aims

Squirrels Nursery LTD ensures that all children attending the setting have a personal learning journey, with the intentions of recording every child's learning and development according to the Early Years Foundation Staff (EYFS). This will be created by using photos, videos, observations, and comment that will be linked to the areas of development and that characteristics of learning. This enables practitioners to build up a record of each child's achievements of during their time at the setting. It will also show children's developmental progress through the different age banks of the EYFS.

We will be using an online system called FAMILY and this policy sets out how this will operate at Squirrels Nursery LTD.

What is Family?

- Family is the electronic online system Squirrels Nursery LTD use for invoicing parents for their child's nursery sessions and extra purchases, storing children's information such as emergency phone numbers and contact details, monitoring attendance, securely signing children into nursery and monitoring safe collection of children, logging staff hours and when they are in the setting's building, logging and storing accident and incidents, communicating with parents and staff about events through calendar tool, communicating with staff and parents about nursery/preschool news on the news feed, communicating privately with staff and parents in the message tool and providing parents with an up to date log of their child's day at nursery.
- The system operates by storing the information we input and parents' input. We enter our information electronically using iPads, laptops, and iPhone. They can sometimes include a photo, a video and text.

Procedures

- Once a child starts at Squirrels Nursery LTD, they are allocated a Key Person who is primarily responsible for the compilation of their online learning journal.
- Parents will be given a secure login for the system, which only allows them to access information about their child, so that they can look at the journal and add to or comment on it at any time. We encourage parents to be actively involved in their child's journal and welcome interaction from parents online.
- Staff will generally update a child's learning journal whilst working in the setting however there may be times when it is necessary for staff members to work on them at home.
- Observations will be validated by a manager or deputy before they are added to the learning journal.
- Family should only be used to record a child's progress and should not replace general communication between either Squirrels Nursery LTD or the Key Person and parents.
- Photos of other children may appear in your child's learning journal if a group photo is taken during an activity or to demonstrate that your child is building relationships with other children. All parents are asked to sign a permission form which permits their child's photo to appear in their own and other children's learning journals. Names of other children should not be included.

▪ Parental access to your child's learning journal will be closed when your child leaves Squirrels Nursery LTD and parents will be emailed a PDF version of the learning journal to keep. The child's data will be removed from Famly.

Safeguarding and Security

- The Setting's Manager and Admin Managers control all staff and parent access to the online system.
- All staff are subject to Updated Enhanced DBS checks
- All staff are required to sign to agree to abide by this Policy as well as the Staff Behaviour Policy, our Safeguarding Policy, e- safety Policy and all other policies and procedures in place.
- Staff sign self-declaration forms declaring that neither themselves or anyone who lives with them have any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children.
- If staff work on learning journals at home, they are still subject to our policies listed above but are also asked to ensure they work in a private room away from other family members wherever possible.
- At all times staff must ensure that they log out of the system when they are not using it ensuring that nobody else can view information on it. Staff are also not permitted to share their passwords with other staff members or anyone else.
- Staff access to the online system will be immediately revoked if they leave Squirrels Nursery LTD.
- Photos of children will only be taken on the setting's tablets which are kept locked up in the office when not in use and are also password protected. The Manager or deputy will regularly delete photos stored on the tablet.
- Parents will only be given access to their own child's online learning journal, and it is important that parents do not share their passwords with anyone else. Parents are not permitted to upload any media from Famly onto any social media site, such as Facebook.
- Squirrels Nursery LTD complies with all relevant data protection legislation, covering both electronic and hard copy data.
- Famly is a secure system and full details of their privacy policy is available on their website.

Policy created on 05/09/2023

D.Caliskan Director

Policy reviewed 17/07/2025 Z GREEN