

Family Policy

Policy Statement

- We promote children's and wellbeing through the use of an online system called Famly.
- We will promote parents /carer engagement with their child's day at Harvey Bears through the facilities provided by Famly.
- We use this system to record your child's learning and developmental progress.
- We support our policies and procedures through the tools offered by this system. Some of these policies are security, safeguarding and child protection and parents as partners,
- We support staff to operate the system through coaching, training and 121 support.
- We seek parental /carer permission for staff to access the system away from the setting subject to adherence to the conditions detailed in this policy.

What is Famly

- Famly is the electronic online system we use for registering children and families attending Harvey Bears, storing children's information such as names, addresses, dates of birth, contact details, allergies and medical information. In the message facility is a tool that we use for communicating with parents and staff about events and nursery news. We communicate privately with staff and parents and update parents with any necessary information about their child's day in nursery.
- The system operates by storing the information we, and parents input. We enter our information using iPads, laptops and iphones. We complete information forming the child's profile, which usually contains a photo and text.
- We gain permission from parents to use children's photographs in advertising, marketing and social media on the admission form.
- We gain permission from parents to use their children in group photos to send to all parents and staff.

How will we promote parental engagement?

- Parents will have full control and access to what information the nursery has on their child and on their family.
- Parents can contact the nursery throughout the day and get up to date information on how their child is.
- We also allow external access to the system to enable parents/carers to add their input and view entries for their children online.

Staff support

Through,

- Staff meetings.
- Supervision and appraisals
- Training
- Probationary meetings.

We support staff to develop their understanding, skills and confidence in utilising the system.

Parental / carer consent

- As an online system it can be accessed, from both within the setting and remotely. This may involve staff using their own IT facilities at home.
- Before accessing the system at home the staff must,
 1. Confirm they have appropriate Security Software to protect their equipment.
 2. Follow the Online Safety Policy.
 3. Only use IT equipment that belongs to them personally and never use a shared device.
 4. Confirm we have parental / carer consent to access the system away from the setting, for their keyworker children.
 5. They must not download any material from the system to their own IT equipment.
 6. Never leave the system open if they are not present at their IT equipment.
 7. Never private message parents without management permission.
- Managers will
 1. Monitor access to the system.
 2. Maintain appropriate insurance cover.
 3. Where possible provide opportunities for staff to obtain additional access time within the setting.
 4. Ensure parents/carers consent is sought as part of the induction process and keep a record of responses
 5. Regularly review our IT security procedures.
 6. As part of the Staff Supervision/Performance Management, including a check to confirm Security Software on home IT equipment.
 7. Follow the settings Safeguarding Policies and Procedures relating to suitable staff. Ie Recruitment, References and DBS checks.