Harvey Bears Nursery and Preschool
Famly Policy

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

At Harvey Bears, we promote children's learning and wellbeing through the use of an online application called Famly. We encourage parents and carers to check in and see what kinds of activities their child is engaging in during the day at Harvey Bears, through the facilities provided by Famly.

- We use this app to record your child's learning and developmental progress. This includes making observations of key activities and milestones, as well as assessments at key times throughout the year.
- 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 app through coaching, training and one-to-one support.

What is Famly?

- Famly is the electronic online application 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.
- We use the Newsfeed feature 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 application operates by storing the information we, and parents input. We enter our information using Harvey Bears devices. 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 written consent from parents to use their children in group photos to send to all parents and staff on the newsfeed.

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 via phone and email, and get up to date information on how their child is through the Famly app.
- Parents and Carers are given access to the Famly app to add their input and view entries for their children online.
- They can also invite other family members, such as grandparents, to have limited access to see the daily updates.

Staff Support

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

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

Parental Consent

- As an online application, Famly 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 mu8st 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.

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.
This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.