

# Family Policy

At Busy Kids we use a product called Family. Family is an online profile that we use to share photos and observations about your child's learning and development. In addition to this we use Family for fee and payment recording, meal planning and also parent requested care.

Our online journal is used to keep parents abreast about what happens during their child's attendance with us through group activities and as an observational record of each child's progress. It is a tool which enables our nursery and to post observations and build a record of a child's early learning journey.

It is not possible to take a photo of every child every day doing every activity, we take observations once every two weeks of each child, which is led by your child's interest, some of these may be group activities where we also include photos of other children with parents providing permission through Family for this. Children may not always appear in the group activity photo. The assessment underneath the observation is specific to each child, as this feeds into the tracking of their development. The assessment parents see on these observations are relevant to their child. We do not mention individual children in the notes section of group activities. If a child is specifically mentioned, their parent/carer are the only one to see this version of the post.

We use Family to produce the following reports:

- Summary Reports/ Assessments for Parents Evening
- Two Year Checks
- Child Led observations and next steps
- 4 monthly Tracking summaries for key workers

Each child has their own profile on the system and each parent is given a secure login for their child's profile. The activation process is started by the Nursery, the parent or carer is emailed by the nursery giving them information on how to log in to their own Family account. Each parent can only see the profile of their own child/ren and/or other children they care for (where permission has been given by the parent).

## SHARING OF INFORMATION

We work in partnership with other settings and services to support the development and ensure wellbeing is maintained for shared children, through the transition between us.

Summary Reports, Snapshot Reports and Next steps are shared with these partners. Parents give permission for us to share this information via Famly.

## PHOTOS

Our journal often shows group shots of children. Parents give us permission through Famly to allow these photos and acknowledge that their child may appear on another child's journal as part of a group photo. Parents can change their mind at any time and can change the permission through Famly if they no longer give permission for this. We would also ask that you make the Nursey aware of this by either email or speaking directly with the manager.

Photos are only taken on our Nursery Tablets as part of our Safeguarding Policies.

## FREQUENCY OF POST

During the sessions the staff are focused on the children. Online observations are added throughout the day and may be added in an irregular frequency. We aim to add at least one Key person observation per two weeks for each child.

## Remote Access

These journals are updated by nursery staff on-site and staff do not have access to Famly during non-working hours.

Management Staff are able to access Famly remotely for reporting, monitoring and emergency purposes.

Any staff that accesses the online learning journal off-site and/or outside of operating hours will be disciplined in the appropriate manner.

## EMAIL NOTIFICATION

When you first login to the Famly system parents can request changes to their personal information. You will not receive any notification that your child has a new observation in their account, It is parents reasonability to ensure they read through and check on this regularly.

## SAFEGUARDING

- All staff using Famly are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked and subscription registered. This subscription is checked Yearly.
- All staff are given their own login and password