Policy for the use of 'Famly'

This policy sets out how we will use the app to keep families informed and how we expect families to use the app.

All permissions relating to the app will be managed through the inbuilt permissions within the system.

By using the 'famly' app families are agreeing to sign up to the Code of Conduct. Any breaches of this code will be met with swift action as detailed within this policy.

How we use the system

Our online system will be used to communicate with you as the family in two ways. The first is to help with the overall administration of the setting. We will use it to hold individual child information including;

- Contact details
- Registers and attendance
- Session patterns
- Allergy and Medication details
- Invoicing
- Instant Messaging and informing parents of bumps or accidents
- Keep parents up to date with term dates and preschool closures

The second is to create a space where Pre-school and families can communicate and share together the learning journey of each individual child.

The Newsfeed

We want to keep you posted about the exciting things that happen during our sessions and the experiences your children are enjoying whilst they are in our care. In the newsfeed, although it is not possible to take a photo of every child doing every activity, we will share one or two photos to give you a flavour of what has been happening. The newsfeed will be personal to your child. You will see updates from the space in which they are based including messages from Key Carers and reminders.

Learning Journey

We are constantly observing, assessing and planning for all children, in addition to this your child will be in focus one week out of every four. During this time your child's key person and the rest of the team add individual observations about a child as a way of tracking their development, planning next learning steps and ensuring they make significant progress on their learning journey. We aim to add a selection of photos of your child on their personal profile during their focus week.

Assessments will be updated once per term which will enable you to see the age and stage that your child is working at.

All posts can be commented on by you. No other families see this profile. It is also a place where you can share significant events or moments that has made you proud of your child. The app allows you to upload photos and tell us about those real wow moments you see at home

Planning

Reports tracking children's areas of learning and age bands are used to direct session planning and support children's next steps.

Monitoring development and progress

We use Famly to produce the following reports:

- Monthly observation tracking
- Termly observation gap analysis – to direct focus child observations
- Termly team monitoring
- Two Year Checks
- Snapshot analysis of a child's development
- Next observations and steps

Secure profile

- Each child has their own profile on the system.
- Each parent is given a secure login for their child's profile.
- The activation process is started by Adventure as soon as the Parent Code of Conduct is signed
- Each parent can only see the profile of their own children 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, childminders and other childcare professionals to support the development and ensure wellbeing is maintained for shared children, through the transition between us. Summary Reports are shared with these partners where parents give permission.

Photos

Our journal often shows group shots of children. Parents give us permission on their child's registration form to allow these photos and acknowledge that their child may appear on another child's profile as part of a group photo. Parents can change their mind at any time and are asked to email info@adventurechildcare.co.uk if they no longer give permission for this.

Photos are only taken on our designated six Adventure cameras and our tablet as part of our Safeguarding Policy.

Photos are taken off the cameras daily and stored in a secure dropbox account. The images are processed on password protected devices. The photos are deleted off the account once children leave the setting. Parents are given an opportunity to download the photos before they are deleted.

Only photos used for promotional purposes are kept until they are no longer needed (with permission from parents concerned).

Frequency of posts

During the sessions the staff are focused on the children. The newsfeed will be updated weekly for each play space by that team. For the individual profile, we track a different group of focus children each week. During this week individual observations are collected and we will aim to add observations and photos for each child will be updated. We want you to share information with us and welcome positive comments on what we post. As a family you can update us as frequently as you want.

Updating off-site

These profiles are updated by the management team sometimes off-site, through their secure login and in agreement with this Famly Policy.

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 termly
- All staff are given their own login and fictitious passwords to avoid them being guessed
- All staff sign our code of conduct when they start with Adventure and are asked to termly reconfirm on our supervision form their acceptance of our Famly usage:
    - ➢ I understand and agree that my Famly login is strictly only for my use
    - ➢ The login and content cannot be shared with anyone outside of Adventure
    - ➢ The content cannot be downloaded or discussed outside of Adventure
    - ➢ Any content printed for internal use from the system must be shredded when finished with
    - ➢ I understand my password must not be saved on any device
    - ➢ I understand I must ensure I have logged out properly after each session
    - ➢ I understand I must take care not to install software on my computer / device that may compromise security
- All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

Data Collection and Storage

- You can view Famly's Security and Privacy Policy on: https://famly.co/security/
- Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.

Code of Conduct

We view the Newsfeed on our 'famly' app as a place where we can share and celebrate in your children's play, development and excitement.

The newsfeed is a closed platform that is only viewable by invited members of the Adventure Family including the Adventure Team.

We welcome positive and constructive comments about our posts and hope that they will help you to understand more about what your child does with us.

As with all social media platforms there is potential for this to be misused. It is important that all users think before commenting especially as the written word can sometimes convey a different message to that intended through a speech.

Any threatening, offensive, defamatory or discriminatory (including sexist, racist or homophobic language) comments will be removed and the Code of Conduct will have been breached. This will result in the removal of access to the 'famly' app for that person and – depending on the breach – may out the child's place at risk or require us to involve the Police or Social Services.

The 'famly' app has been selected to sit alongside our ongoing methods of communication including the face-to-face contact on a daily basis. We would ask that any concern or complaint continues to be dealt with in this face-to-face manner so that we can respond directly to you and not via this social media platform. We have a clear complaints policy that should be followed in case of a concern needing to be raised. Raising a complaint via the 'famly' newsfeed would be in breach of the Code of Conduct and action would be taken as described above.