

Sacred Heart Pre-school

Heys Street
Thornton-Cleveleys
FY54HL

Tel: 07835711921
EY 318019

**(23) Famly Policy**

**Policy statement**

We ensure children's safety and welfare utilizing an online platform called Famly. Through this system, we encourage parental and caregiver involvement in their child's daily experiences at Preschool. Our staff receive assistance in using the platform through coaching, training, and one-on-one support. With respect to accessing the system outside the premises, we obtain parental or caregiver consent, following the guidelines outlined in this policy.

**What is Famly?**

* Famly is the electronic on/line system we use for registering children and families at nursery, 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 and storing accident and incidents, communicating with staff and parents about nursery 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 and laptops. They can sometimes include a photo, a video and text.
* Parents have full control and access to what information the nursery has on their child and on them.
* Parents can contact nursery throughout the day and get up to date information on how their child is.
* We allow external access to the system to enable parents/ carers to add their input and view entries for their children online.

**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 (See Working from Home policy).

**Managers will:**

* Monitor access to the system
* Where possible provide opportunities for staff to obtain additional access time within the setting.
* Ensure parents / carers consent is sought as part of the induction process and keep a record of responses (The permissions area of Famly)
* Regularly review our IT protocols / security procedures
* Follow the settings Safeguarding Policies and Procedures relating to suitable staff.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23