



Little Forest Folk

Famly Policy

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Reviewed by: Xiao Flynn

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Famly is our main nursery software management system. It is used to securely hold information about your child and family, produce daily registers and manage information. The information we collect at the time of enrollment is stored and accessed through Famly. Our back-office administration team and our nursery educators have access to Famly via laptop and work phones and we use the system in a number of different ways.

These include:

1. Securely storing and accessing information taken during the enrolment process to include personal details, emergency contact information, medical, dietary and any other information that we're required to obtain by Ofsted.
2. Famly is used as a management tool for our nursery staff, so we can see who we have on site each day.
3. Famly is used to produce daily registers, up to date emergency contact lists and for us to see dietary or medical information about your child.
4. Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs and to plan activities and support. It is a requirement of the EYFS that parents and/or carers should be kept up to date with their child's progress and development. We use Famly to upload and share photos, videos and observations as part of your child's learning journal. Families can access these at any time via the Famly App.
5. We also use Famly to communicate with enrolled parents about information relating to your child's day in the forest, including menu/food information and we use it to digitally log any accidents too.



Famly is a completely secure system where our administrator, manager, practitioners and the child's parents will have access to the child's profile and learning journal. Parents will be required to create their own account in order to access the system.

The staff will use company-provided smartphones to take photographs and videos and to upload observations. Staff are only permitted to use the provided equipment for this purpose and must not use their personal phones, tablets or cameras. In addition, staff must not access the online system at any time from a device other than those supplied by the setting.

The settings privacy, confidentiality, safeguarding and camera and mobile phone policies must be adhered to at all times when using the online learning journal system. Any staff member who is deemed to have breached these will be dealt with according to Little Forest Folk's disciplinary procedure.

The Little Forest Folk equipment is not to be taken home by practitioners, unless in exceptional circumstances and has been pre-agreed by senior management, and is not to be used for any other purpose than for that which it is intended. When not in use it is securely stored in a locked box at our registered premises. In exceptional circumstances if a nursery manager must work remotely, then they will have permission to remotely access Famly from where they are working.

For parents/carers who have no access to the internet, a paper learning journal will be produced.