Policy statement

▪ We promote children's development through the use of an online system called Famly.

▪ We will promote parental / carer engagement with their child's development through the facilities offered by this system.

▪ We support our internal planning and observation strategies through the analysis tools offered by this system.

▪ We support specific groups of children, our vulnerable children, summer born, gender groupings, etc, through the assessment and reporting facilities offered by this system

▪ We support staff to operate the system through, coaching, training and 121 support.

▪ We seek parental / carer permission for staff to access the system away from the setting subject to adherence to the conditions detailed in this policy.

What is Famly?

• Famly is the electronic on/line system we use for maintaining you children's Learning Journals and for monitoring and assessing their progress.

• The system operates by analysing the information we include from the observations we make on the children completing activities during their time with us at Preston Community Preschool. These observations are recorded on paper and then transferred on Famly. The usually include a photo, a narrative to explain what was and assessment of the level at which the child being observed was working at.

How will we promote parental engagement?

▪ Our aim is to allow external access to the system to enable parents/ carers to add their input and view the journal entries for their children online and share with parents at regular consultation sessions across the year.

Planning & Observations

• We utilize the gap analysis tools within the system to identify areas for improvement to support our planning and assessment strategies. This can be looked at for the whole group, specific groups or key worker groups and enables a targeted approach to activities and interventions. We can then use the assessment tools to measure the impact our activities are having on the children's development and adapt accordingly.

Specific Groups

- The system allows us to generate / create specific groups to enable us to track the development of the children and plan appropriate interventions.

- Through the use of the analysis tools we are able target resources (funding, where appropriate) and measure the impact / value for money of our work.

Staff Support

- Through,
    - Staff Meetings
    - Planning Meetings
    - Supervision
    - Training

  we support staff to develop their understanding, skills and confidence in utilizing the system.

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.

- Before accessing the system at home staff must,
    - On each occasion obtain a manager's consent detailing the purpose of their accessing the system – Report Writing / finishing off observations
    - Confirm they have appropriate Security Software to protect their equipment
    - Follow the Online Safety Policy
    - Confirm we have parental / carer consent to access the system away from the setting for the children whose records they are planning to work on.
    - They must not download any material from the system to their own IT equipment.
    - Never leave the system open if they are not present at their IT Equipment

- Managers will,
    - Monitor access to the system
    - Complete and review a risk assessment to cover remote access to the system
    - Regularly change the password to protect the system integrity
    - 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
    - Regularly review our IT protocols / security procedures
    - As part of the Staff Supervision / Performance Management process, include a check to confirm Security Software arrangements on home IT Equipment.
    - Follow the settings Safeguarding Policies and Procedures relating to suitable staff,
        - Recruitment
        - References
        - DBS

Other Related Policies

- Online Safety
- Safeguarding
- Staff Recruitment
- Record Keeping
- Data Protection