**Famly online learning journal policy**

Munchkins Kindergarten Ltd use an online Learning Journey system (Famly); this allows staff and parents to access the information from any computer via a personal, password-protected login.

**Staff access** allows input of new observations and photos or amendment of existing observations and photos.

**Parent access** allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Observations input into the Famly system are moderated by senior members of staff before being added to the child’s Learning Journey.

* Parents logging into the system are only able to see their own child’s Learning Journey.
* Parents are asked to sign a consent form giving permission for their child’s image to appear in other children’s Learning Journeys, and to protect images of other children that may appear in any photos contained in their child’s Learning Journey.
* The Learning Journey is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children.
* Photographs must not be shared on any form of social media
* In all written observations, other children will not be referred to by name.
* Staff will be provided with tablets to access Famly wirelessly while working. These tablets are for work use only and not allowed to be taken home.
* Famly can be used as a general communication tool between Nursery and home. A child’s learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
* Parents may contact us through the usual channels for any other day-to-day matters, property, etc.

**Security**

* The Famly on-line Learning journey system is hosted on secure dedicated servers based in the UK.
* Photos and observation are not stored on the individual tablet or computer.
* Access to information stored on Famly can only be gained by unique user id and password.
* Staff can only access Famly when someone from the management of the nursery is logged into Famly.
* When a member of staff leaves the company their login is deleted.
* Parents can only see their own child’s information and are unable to login to view other children’s Learning Journeys.
* Parents/carers are not permitted to share observations on social media as per the permission agreement.

This policy has been adopted by Munchkins Kindergarten Ltd

Signed on behalf of the setting by:



Owner

Review Date: January 2023