



BUXTON NURSERY LTD

Family Policy

Learning journals and special books have been used in early years settings as a way to record the special moments children experience and to keep parents involved in a partnership as their children blossom and grow. They are also used in conjunction with the EYFS developmental stages to assess more formally how children are progressing.

Traditionally these individual records were collected in folders building up into a treasured memoir that children can take with them when they leave to go to school. After considerable discussion and research into the time and money it was taking to produce these journals we decided to use an online E-learning journal to record the development of each child in our setting. This system provides a quick and easy record that can be accessed by parents or relatives anywhere they have internet access and will be more current than the paper based record. This will also help to provide a strong partnership between the setting and home as the children develop.

How Family Works?

Family is an online profile that we use to share photos and observations about your child's learning and development.

Parents are able to control who is able to access their account and grant either 'parental' or 'family' permission. Details of what these permissions include can be found on the app. It is the responsibility of parents to add or remove family members as appropriate.

Other than those granted permission by parents/ carers, the only other people with permission to view your child's details are the staff at Buxton Nursery.

The app will only be accessed by staff using the nursery tablets and computers.

The app will only be accessed whilst at the setting unless the children are on an outing or trip or under special circumstances, in which case these will be discussed and agreed by the manager. Tablets are password protected and so is the Family app. Therefore, if the nursery tablet is lost or misplaced no one will be able to gain unauthorised access. We also have the ability to locate and disable any tablet if it was to get lost.

The app is only used to store information that is needed to provide quality care for your child. The information is stored securely, in line with UK regulations and complies with GDPR.

If a staff member leaves the setting, then we will remove their access to the app.

If a child leaves the setting the information can be downloaded and given to the parent/ carer by email or paper form. This can be kept as a keepsake for parents or parents can pass this to their child's next setting. For data compliance, the nursery is required to keep your child's records for a period of time after they leave. Therefore, your child will be saved as a leaver and stored securely until it is no longer required, after this time it will be deleted. Parents will no longer be able to have access to the app their child's information once they are filed as a leaver.

Our responsibilities

As the Family account holder Buxton Nursery has overall responsibility for complying with the Data Protection Agency requirements. We abide by the Family's terms and conditions and will carry out the following:

- Train staff how to use Family, explaining sensible precautions such as keeping all access details confidential and not permitting any material to be used without written permission from the parents/carers
- Delete staff from our account once they have left our employment
- Prevent access to Family from staff who are involved in disciplinary procedures
- Prevent access to parents whose children have been made inactive or have been deleted, unless they have other children at the nursery
- Give parents instructions for keeping the data protected, eg by insisting no photos are uploaded to social media sites if there are other children in the photo, video or text

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)