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**Famly Policy**

**Aims**

Bell Day Pre-school ensures that all children attending the setting have a Personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child’s achievements during their time with us.

It will also show children’s developmental progress through the different age bands of the EYFS.

The EYFS key themes and commitments are; a unique child, positive relationships, enabling environments and learning and development.

**Procedures**

* Each child will have an Early Years Educator (Key Person) allocated to them who will be responsible for the compilation of that child’s learning journey, they will then upload these onto Famly.
* Bell Day Pre-school uses Famly, allowing 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 which are input into the Famly system are moderated by the room manager 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 journeys. Parents who sign this agreement also the agree that they will not use the photos of their children which may also contain other children for anything other than personal use must not go on any social networking sites or any other type of public use.
* The learning Journey is started once the child has started the nursery. During the first few weeks, entries will be made more frequently as the practitioners get to know the child.
* New observational entries to child’s Learning Journey will usually be uploaded within two weeks of the observation being made.
* In all written observations, other children are referred as “a friend or friends”
* A child’s leaning 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 messaging section of the app, selecting the room manager that they wish to contact.
* Each room manager is responsible for uploading pictures of the children’s activities throughout the day.
* All accident and incident forms are uploaded straight onto Famly for parents to then acknowledge electronically that they have seen it.
* Each child has a booking pattern of sessions which is logged under their profile, this then generates each rooms register as well as generating invoices for each child. These are then sent electronically to parents.
* Waiting list is held on here.
* Safeguarding concerns are logged securely and only appropriate managers can access these reports.

Signed: G.Owers

Date completed: September 2020

Reviewed and Updated: July 2021