

**Policies and Procedures**

6 Safeguarding children, young people and vulnerable adults procedures

**6.13 Use of online Journals**

At Mansbridge Community Pre-School we provide all children attending an ‘online learning journey’ through the platform of ‘Famly’, which records attendance, personal details, emergency contacts, invoices, observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child’s journey. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the Pre-School through to when they leave to attend Primary School (or for any other reasons if before this time).

**Procedures**

* At Mansbridge Community Pre-School we use the secure online system Famly which allows staff and parents to access the information via a personal password protected login.
* Each child is allocated a key worker who is responsible for their development and the compilation of their learning journey, however all staff are able to capture observations for each other’s children.
* Parents logging into the system are only able to see their child(ren)’s learning journey.
* Parent access allows them to comment (or ‘reply’) to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
* Before parents are linked to their child(ren)’s learning journey they are asked to give permission for their child’s photo to appear in other children’s learning journeys.
* Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Famly provides a fantastic tool for sharing information between the Pre-School and parents. Each child’s learning journey is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

**Parents without internet**

 For parents without access to the internet, they can view their child’s journal on one of our Pre-School tablets in the setting.

**When children leave**

When children move to another setting we will securely email a PDF to the setting or send on a disc securely through the post. When a child leaves the setting to start school we will email the parents a PDF copy of their child’s Learning Journey so they have a lasting record of their child’s time at pre-school.

**Safe Use Agreement**

* Staff should log out of the Famly app or program when they are finished in order to maintain confidentiality.
* Staff should not share log in or password details with any person not employed by Mansbridge Community Pre-School.
* Staff should not share any information or photographs relating to children with any person not employed by Mansbridge Community Pre-School.
* Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablet that they are using and report any missing devices.
* If accessing Famly with a private computer, not on Pre-School premises, staff must maintain confidentiality and professionalism and adhere to the tapestry staff agreement they must sign.
* Staff can only access records of their key children at home with the parents written consent
* All entries on Famly must be appropriate.
* All entries on Famly remain the property of Mansbridge Community Pre-School.
* At all times staff must comply with Child Protection policies and Computer safe use policies.

This policy runs in conjunction our Safeguarding policy.

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