



Family Procedure

Online Learning Journal

At New Beginnings Day Nursery, we provide all children attending an 'online learning journey' through the platform of 'Family', which records observations, photos and videos and 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 New Beginnings Day Nursery. We will use Family to record observations, comments and photos to show progress across the Early Years Foundation Stage.

We encourage parents to be involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their children for us to enjoy and add to the assessment process. This partnership creates a Family, which grows for your child to keep.

The staff will only use the Nursery tablets, which have been bought for this purpose. The tablets are switched off and stored overnight in a locked cupboard. The staff are not permitted to take the tablets home. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.

Procedures

At New Beginnings Day Nursery, we use the secure online system Family which allows staff and parents to access the information via a personal password protected login.

- Each child allocated key person who is responsible for their development and the compilation of their learning journey, however all staff can 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 been input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journey by the managing 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/video footage to appear in other children's learning journals.

- Before accessing the system, parents must understand and agree to not download and share any information on any other online platforms or social networking sites (such as Facebook, Instagram, X etc).
- Parent/carer log in details should not be shared with third parties.

Whilst Famly provides a fantastic tool for sharing information between New Beginnings and parents, it is not used as a way of sharing general communication. 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 should be communicated via telephone call or face to face meeting at an agreed time and day. Observations are monitored and approved by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff sign a safe use of technology device agreement, before they are allocated access to tablets for recording observations and Famly access. Staff sign an updated agreement at the beginning of each academic year.
- Staff will log out of the Famly app or program when they are finished in order to maintain confidentiality. Photographs/videos will be deleted from tablets and cameras once uploaded to Famly or at the end of each month.
- Staff will not share log in or password details with any person not employed by New Beginnings Day Nursery.
- Staff will not share any information, photographs or videos relating to children with any person not employed by New Beginnings Day Nursery.
- Staff will take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- All entries on Famly must be appropriate.
- All entries on Famly remain the property of New Beginnings Day Nursery.
- At all times staff must comply with the following policies when using Famly, Acceptable internet use, E-Safety, Mobile Phone and Electronic devices, Online safety, nurseries safeguarding policy, whistleblowing and social networking.
- Not download any images or information to personal computers/tablets/mobile phones.

- Staff will ensure they are logged out when not in use.
- Staff will ensure that devices are only used to access the internet via a secure network.
- Staff will delete photos stored on the device as soon as they have been added to the online Learning Journey.

Family Software Privacy Policy

Click the link to view and visit Family software privacy policy,

[Family's Privacy Policy effective from 27th June 2025](#)

Parents are given the right to opt out of this system if they wish.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1st September 2025</i>	J Wilkinson	<i>1st September 2026</i>