



Famly Online Learning Journal Policy

Introduction

Houghton and Wyton Pre-school uses an online learning journal system called **Famly** to record and celebrate each child's development and progress throughout their time with us. This policy outlines how we use Famly securely and professionally in line with the **Early Years Foundation Stage (EYFS 2023)** and **UK GDPR**.

Aim

To ensure that children's learning journals are used to support partnership with families, track development, and are handled with confidentiality, accuracy, and respect.

Objectives

We will:

- Maintain a secure and accurate online learning journal for each child
- Encourage family involvement by enabling parents to view and comment
- Protect children's personal data and photographic content
- Ensure only authorised access to the system

Roles and Responsibilities

- **Key Person:** Completes observations, uploads photos, and monitors learning journal entries
- **Manager/Deputy:** Oversees system access, validates entries, and ensures secure usage
- **Parents/Carers:** Provided with secure access to their own child's journal and encouraged to contribute
- **Administrator:** Maintains system permissions and deletes staff accounts when no longer required

Implementation Procedures

1. Creating and Accessing the Journal

- Each child is allocated a Key Person on joining
- Parents receive login credentials for secure access to their child's journal only
- Parents are encouraged to interact with the journal and add their own comments

2. Using Famly to Record Progress

- Staff use the system to:
 - Upload photos, observations, and comments
 - Reflect on children's development in line with the EYFS
- Journals are updated during sessions; however, staff may occasionally work from home where:
 - They agree to follow all setting policies
 - They work in a private room and do not share passwords
 - The system is logged out when not in use

3. Photos and Group Images

- Group photos may appear in a child's journal to show peer interaction
- All parents sign a consent form allowing their child's photo to appear in group images
- Surnames of children are not used in captions or tags

4. Safeguarding and Data Security

- All staff:
 - Are subject to Enhanced DBS checks
 - Complete a self-declaration on suitability to work with children
 - Sign to confirm understanding of this policy and the Safeguarding, Online Safety, and Data Protection policies



- System access:
 - Is revoked immediately when staff leave
 - Is restricted to named staff only
 - Family is logged out when not in use
 - Family data is hosted on secure servers within the UK/EU, in compliance with UK GDPR

- Tablets used for taking photos are:
 - Password protected
 - Kept in a locked cupboard when not in use
 - Regularly reviewed to delete unnecessary images

5. Parents' Access and Use

- Parents may access their child's journal after the child leaves (read-only)
- Parents must not:
 - Share login credentials
 - Upload or share images from the journal on social media platforms

Monitoring and Review

This policy is reviewed annually by the Online Safety Lead and Board of Trustees or sooner if guidance or system functionality changes. Usage is monitored by the Manager and Business Support Officer.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- UK GDPR and Data Protection Act 2018
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Use of Images Policy

Acknowledgment

All staff, parents, and carers must understand and follow this policy. By doing so, they help ensure a secure and respectful online environment for celebrating children's learning.