



Dear Parents/Carers

Thank you for joining us on your child's journey of learning, development and play, whether it is through our Nursery, Out of School Club or Holiday Club. From September 2022, during the time that your child attends the setting, we will be using a website/app called FAMLY to communicate with you, make bookings, send invoices, log payments, log accidents/incidents and log medication consent and administration and more.

FAMLY is a GDPR 2018 compliant company using secure servers in the UK to store data. Further information regarding the security of FAMLY is available on www.family.co, a copy has been added to the policies and procedures folder in the parent information box or a copy can be emailed on request from the setting.

If your child is in Early Years (9 months-5 years) we will be using this platform to complete a journal for them, including observations, assessments and next steps to ensure that they are achieving to their full potential in their early education following the Early Years Foundation Stage.

If your child accesses Out of School Club or Holiday Club, we will be using the secure newsfeed to update you on activities, games and play principles that the children are enjoying during their sessions.

You will be able to access your child's Learning Journal from a computer via www.family.co or by using the 'FAMLY' App on mobile devices. When using either of these methods you will only be able to access your own child's account that holds all their personal information from health to learning and development. You will be sent an invitation via email to log in and set up your username and password. Once you have logged in, please update your child's personal details and complete the permissions section. No personal information about your child including pictures will be uploaded by the setting until these details and permissions have been completed.

Your child's key person is responsible for managing your child's day to day activities using the account, however all staff can add observations by using their individual pin code. Only devices provided by the setting will be used to log in. Staff cannot access any children's accounts away from the setting or on personal devices. The manager has overall control of the accounts and should be the main person of contact for bookings, invoicing and queries etc.

Many of the most meaningful photographs taken in the setting show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not to be shared publically or uploaded onto any social

media websites. This is in line with our 'Social Networking' and 'Mobile phone/camera' policies (both are available to view in the setting or copies can be requested from the manager.) Failing to uphold this request will result in your online access to photos being denied or further action would be taken.

We hope that you enjoy using FAMLly to access your child's information and to share memories with us whilst your child attends the setting. This software will streamline much of our communication and administration, and ensure queries are more efficiently answered. If you have any questions at all regarding the use of FAMLly by the setting, please speak with Katie, setting manager, at the setting or by email on funfishers@aol.com

Funfishers FAMLY Online User Agreement

Childs name:.....

- I agree to Funfishers using FAMLY to create an online learning journey/newsfeed for my child and agree that authorised staff can add photos, videos and observations of my child to my child's account. Yes / No
- I agree to uphold the settings request not to share or upload onto social media any photographs showing other children. Yes / No
- I agree to my child appearing in group photographs that will appear on the group newsfeed for other setting parents to view.
Yes / No
- I agree to keep my log in details secure. Yes / No

Please circle Yes or No for each statement. The setting will contact you to discuss the steps we will take to adhere to your wishes, if you have selected 'No' to any of the statements.

Parents name:

Signature:

Parent Email:

Date: