Nursery Software Policy

Aston University Nursery uses an online, web based system called Famly to support its operations.

The system is accessible through the login and password set up by themselves when first provided access to the system. This provides staff access to all necessary information about the children and families in the nursery. Restrictions are put in place by the Nursery Manager to ensure that staff are only able to view or edit information that they are responsible for.

Passwords and Security

- Staff must not share their password with any other person
- Staff are responsible for keeping their login and password details safe and confidential
- Staff must ensure that they logout or lock the screen should they be moving away from the PC
- Staff must logout if using the systems on one of the IPADs
- Staff must not let any other member of staff use their login.
- If any member of staff feels that their login details may have been compromised they must report it to the Nursery Business Manager immediately.
- The Nursery Business Manager will ensure that access to the systems is revoked when a member of staff leaves the nursery or when there is a concern relating to safeguarding.

Accessibility

The systems are all web based and are therefore accessible from any PC or tablet. There is no expectation that staff will work from home on any of the systems, unless in the case of an emergency causing the nursery building to be inaccessible and staff are required to contact parents under the instruction of the Nursery Manager. However, staff are allowed to access the systems from personal computers or tablets with the following requirements in place:

- Staff must not use any of the details from the system for personal reasons
- Staff logging into the Famly system from home must ensure that the data is protected from being visible or accessible to any other persons
- Staff must ensure that they are using a secure wi-fi connection when connecting to any of the three systems
- Staff must not share any of the data or photographs with any other person
- Staff must not download any of the data or photographs from the system to personal devices
- Staff must not contact parents/carers via the system out of nursery operational hours unless express permission has been given by the Nursery Manager

Content

- All content added to the system must be suitable and appropriate
- The Nursery Manager will regularly review additions to the system and can select to review staff comments/observations before being published as part of the restrictions in place for each member of nursery staff.
- Staff need to be aware of children's individual permissions for photographs before taking photos and also prior to uploading any photos to children's daily records or online learning journey
- Children whose parents have not given consent for the use of photographs for displays should not be included in photographs for other children's learning journeys.
- Emailed photographs must not contain any other child/ren unless permission from parents has been granted.
- Staff need to check carefully to ensure that they are adding the information to the correct child
- All staff must take responsibility for ensuring that all necessary information has been completed for each child everyday particularly in the absence of the key person.

Emails

- Staff must ensure that they select the correct carer for which to email information
- Parents must give permission before emails are sent to any persons that does not hold parental responsibility
- Staff must ensure that emails containing the daily information must be sent immediately following verbal feedback to any parent that requests it
- Queries about the system must be referred to the Nursery Business Manager or Nursery administrator if staff are unable to respond themselves.

Footsteps

- The online learning journey must be kept up to date by the key person
- Entries can be made via any PC or tablet.
- All photographs must be uploaded as soon as possible after taking as all photographs on iPAD's will be deleted at the end of each day.
- All staff must record observations straight onto Footsteps
- Staff must ensure that they are recording all observations they witness and not only those for their key children
- Staff are only allowed to delete or edit an observation that they themselves have recorded.
- Staff may however, add additional learning aspects to an observation should the description meet these.
- Only the Nursery Manager, Deputy Manager or Room Leaders have permission to delete an observation that was recorded by another staff member.

- Staff must report any observation they see which they feel is incorrect or inappropriate
- Staff must ensure that they approve parent's observations on Famly at the earliest opportunity after receiving them.
- Key persons must ensure that they carry out a base line assessment for each new child. Key persons must work closely with parents during settling sessions to complete this.
- Photographs for Learning Journeys must only be taken on a nursery camera or tablet or provided by a parent.
- The mobile phone and camera policy must be adhered to at all times.

Parent Access

Parents sign to agree to the uses of the system during the initial settling visit. The Nursery Business Manager or Nursery Administrator will request a login for the parent which will generate an email to the parent. The parent can then set up their own login details and password. The parent can also provide access to other carers of their child should they wish.

Internal use only

This policy was adopted on	January 2021
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	January 2022