

Safeguarding and Welfare Requirement: E-safety and sharing information

The e-safety and social media policy and procedures must include an explanation of what measures are in place to protect children's information and photos.

20 b.FAMILY Policy



Statement of intent

At Ridgemount Cottage we use an online system called Famly to record and store all attendance records for staff and children.

At Ridgemount Cottage we use an online system called Famly to record and store all financial records for children.

This is a safe and secure system and one that enables parents and carers to access their child's attendance and financial records at any time.

This is a safe and secure system and one that enables staff to access attendance records at any time.

Parents can update their child's attendance at any time; helping to strengthen the parent partnership.

Safety and security

Staff members use tablets to record attendance.

Each staff member has a secure login which is password and pin protected.

The tablets are kept in a secure cupboard in the office and may only be taken home by staff members for specific reasons and with the express consent of management.

Overnight tablets are stored in the locked office. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device.

If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers and new login details will be created. The FAMILY on-line system is hosted on secure dedicated servers based in the Holland.

All data held on our FAMILY account is owned by Ridgemount Cottage; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Information stored on the tablets are deleted according to our GDPR policy, by senior management

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Parents

Parents logging in to the system can only access their own child’s records.

Parents may input new data. They do not have the necessary permission to edit existing content.

When children leave

The child’s information on FAMLy is deleted according to our GDPR policy.

Data with regard to safeguarding will be retained on a child once they have left for up to 6 years.

This policy was adopted at a meeting of: Ridgemount Cottage Nursery School

This policy was adopted by RIDGEMOUNT COTTAGE NURSERY LTD

On June 2023

Date to be reviewed June 2023

Signed on behalf of the provider *Stewart Hendry*

Name of signatory STEWART HENDRY

Role of signatory (e.g. chair, director or owner) OWNER

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