

### **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.

## **FAMILY Policy**

### **Statement of intent**

At Ridgemount Cottage we use an online system called Family to record and store:

- all attendance records for staff and children.
- all financial records for children.
- all observations and assessments relating to each child.
- all accident and incident reports (see 103. Accident Form Instructions).

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.

It 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.

The system enables parents and carers to access their child's learning journey at any time.

They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and 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.

Staff members use tablets to take the photographs for observations which are uploaded to the journals.

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Staff will be allocated time at work to update journals and assess their key children's Next Steps. Dedicated tablets are provided for this purpose.

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 Family site using their own device.

Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Family at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working.

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.

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.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

### **Parents**

Parents logging in to the system can only access their own child's Learning Journey and data. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content.

Parents can share important information, including pick-up Password, allergies, parent and carer information. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

### **Parents without internet**

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For parents without access to the internet, we will print all the information from Family and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

**When children leave**

When children move to another setting we will transfer the Family account to the new setting, if they also use Family. If they do not, we will email a PDF to the setting.

When a child leaves the setting to start school we will email the parents a PDF copy of their child’s Learning Journey so they have a lasting record of their child’s time at pre-school.

The child’s information, and their Learning Journey will be permanently deleted from our Family account, after 6 weeks.

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

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

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

This policy was adopted by RIDGEMOUNT COTTAGE NURSERY LTD

On November 2024

Date to be reviewed November 2025

Signed on behalf of the provider *Stewart Hendry*

Name of signatory STEWART HENDRY

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

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OWNER

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