



Famly Policy

Aims

Fizzy Fish ensures that all children attending the setting have a personal online journal. This is created and can be viewed by parents through a piece of software called Famly. Famly allows the creation of observations and photographs/videos records photos and reports, in line with the Early Years Foundation Stage. This builds up a record of each child's achievements and shows children's developmental progress though the different age bands of the EYFS.

Procedures

Each child will have a Key Person allocated to them, who will be responsible for the compilation of that child's online journal.

Famly allows staff and parents to access the information from any devise via a personal, password-protected login.

Staff access allows input of new observations and photographs or amendment of existing observations.

Parent access allows input of new observations and photos or the addition of comments on existing observations - parent logins do not have the necessary permission to edit existing material.

Observations put onto Famly, are validated by a senior member of staff before being added to the child's Online journal.

Parents logging into the system are only able to see their own child's online journal.

Parent's permission to allow staff to take photos and request access to Famly is obtained on joining the setting via the Parents Permission form.

All images/videos on Famly must not be posted on Facebook or other social media sites. Failure to comply with this rule will result in the parent being denied access to Famly.

The online journal is created when a child starts at Fizzy Fish. During the first term, entries may be made more frequently as staff get to know the child.

A Baseline Assessment will be carried out after the child has been in the setting for a minimum of 20 hours.

New observational entries to a child's online journal will usually be uploaded within five days of the observation being made.

All photographs taken of children are downloaded and stored, then once uploaded are deleted from the phone/ipad. All staff are responsible for uploading the week's photos to Famly ready to annotate with observations.

Famly is used as a general communication tool between Fizzy Fish and parent/carer, can also phone the setting.

A child's online journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information



about activities they have been doing at home.

Security

The Famly online journal system is hosted on secure dedicated servers based in the UK.

Access to information stored on Famly can only be gained by unique user id and password.

Parents can only see their own child's information and are unable to login to view other children's online journals.

Two Year Check

The EYFS Statutory Framework requires that the setting carries out a 2-year-old check. Before the process starts, the parent is sent a letter explaining why the check is being carried out and the process of the check. The child's key person will make notes about the child which is used in the discussion with the parent. This face-to-face meeting allows both the key person and the parent to discuss what the child can and cannot do in the setting and at home. It also gives both parties the opportunity for any concerns to be raised and how they might be addressed. Once this discussion has happened, the key person then prepares the report on Famly. After being reviewed it is post onto the child's account. This check should ideally be carried out when the child is around 26 months old. It can be done anytime up until the child reaches 3 but it is very important that the key person knows the child well before the check is carried.

If this process identifies any developmental delay, the Key Person and/or SENCO will work together with the parents to form a plan of how they both can help the child in the setting and at home. If outside professional help is deemed necessary, this will only be sort with the parent's permission. A PRESENS Consent form will need to be complete and signed by the parent before BHISS is contacted.

Associated forms:

- BHISS Consent form

Review and update details

Date	R	U	Details	Q	Latest version
15/2/23			New policy	✓	Issue 1/February 2023