



## FAMILY® ON-LINE SYSTEM POLICY

As part of our ongoing commitment to developing strong and supportive partnerships with parents and extended families, My Sunshine Day Nursery & Pre-School has adopted the use of a specialist Nursery online system.

This system is called FAMILY®

We believe that it is the use of this system that enables us to form such strong and consistent relationships with families of children who attend the nursery.

We are also conscious that while there is a plethora of reasons for the implementation of these systems, the use of technology in any instance does carry its own risks as well as benefits.

This policy is intended to set out nursery practices that aim to mitigate risk.

We have the following rules in place regarding the photographing of children and photos being uploaded onto the FAMILY® online system.

1. Photographs are **only** taken on Nursery Ipads, these Ipads are counted and kept in the nursery office overnight to ensure that photographs cannot be accessed by unauthorised personnel.
2. The Ipads are protected by pin which is only give to authorised staff members with current DBS checks and who have been reference checked by the nursery.
3. All staff and visitors sign-in and deposit their mobile phones in a lock-box located in the Staff office. The nursery has a main door which has a pin coded lock on it so that unauthorised personnel cannot enter the building without a DBS checked member of staff who has the pin code.
4. We have strict rules on when and where staff can take photographs, children must have their modesty preserved, not be in distress, dirty or in any other way have their dignity compromised.
5. For photos that appear on our online journals staff try to limit the number of other children that appear in the photos.



6. Parents permission is sought (prior to any photos of the child being taken) for children's photographs to appear on other children's learning journeys, and to be uploaded on our online systems which are accessed within the nursery community (staff and parents)
7. Parents undertake not to share or publish photos containing other children when they take up a nursery place (under current terms and conditions)
8. Only staff with DBS checks are given access to the nursery system, management, (through the control panel) can control their access. Staff sign an agreement to alert them to their responsibilities including that their login details are not to be shared with third parties or used on shared devices.
9. Staff who give leave the nursery have login's to systems withdrawn on departure.
10. Photographs that are not uploaded to the online system are deleted from nursery Ipads on a regular basis.
11. Nursery iPads are not to be used for personal use as stated in the staff agreement.

<b>This Policy was adopted on</b>	<b>Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)</b>	<b>Date Policy was Disseminated to Staff</b>	<b>Date for next Policy review</b>
1 March 2018		1 March 2018	1 January 2019