

# Highbury Primary School & Nursery



## Family Policy

Family is a platform that supports Early Years providers and families to communicate, share information, handle admin together and learn new things. From Learning Journeys to medication forms, Family makes it easy for providers and families to update the information they have, so that everyone is better informed.

The app enables us to update the child's daily activities such as signing in and out times, nappy changes, sleep times, and meals. All of this information is on the child's activity feed and their profile. We also store information about the child in order to provide the best possible care. We may ask a parent to help populate this information.

### **Security/GDPR**

Family is fully compliant with the EU's General Data Protection Regulation (GDPR). On top of this, their server provider, Amazon Web Services (AWS), has been approved in accordance with the EU Data Protection Directive. The data entered into the Family platform is safely stored, encrypted when communicating with their servers, and only can be accessed by people with the necessary access permissions. Data is safe, encrypted and processed in compliance with GDPR and UK GDPR. Yearly audits and security checks are carried out by Family to ensure the system is updated and safe to use.

### **Procedure**

The safeguarding of our children is very important to us. Information added to Family can only be viewed by school staff that use the system, and also the parent, using their own login. Parents can only see their own child's information and are unable to view other children's profiles.

### **Learning Journey**

Observations may be written, a photograph, a video or a combination. Assessments will be an overview of a child's development over a longer period of time. As part of the registration process, parents are asked to give permission for their child's image to appear in other children's Learning Journeys.

### **Leaving the Setting**

When a child leaves nursery or Year R, the parent log-in is revoked and access to Family is terminated. Parents will be emailed their child's Learning Journey (Journal) via email so that they will have a record of their child's time at the setting. Highbury Primary School & Nursery will continue to have access to the child's account for purposes such as an Ofsted inspection.

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