

Online Journey Policy

Little Cygnets Childcare Ltd uses a secure software app called Famly to provide and share children's learning journeys and daily routines with their families. Keyworkers access Famly via Little Cygnets iPads/laptops only.

Staff Agreement for Famly Use

All staff using the system will adhere to the following:

- Only use devices supplied by the nursery for their intended purpose.
- Never access Famly from any personal device.
- Only share photos through Little Cygnets' private Google Photos group.
- Never download any images or information to personal computers, tablets, or phones.
- Never use devices for personal purposes.
- Never share information stored with anyone outside the nursery staff team.
- Ensure individual login details remain confidential and never shared.
- Log out of accounts after each session.
- Delete staff photo galleries when necessary.
- Use only secure networks when accessing the internet.

Using Own Devices

- Staff are strictly prohibited from using their own devices (phones, tablets, laptops, smartwatches, or cameras) for any Famly-related task.



- No child-related information, images, or data should ever be stored, accessed, or transmitted from personal devices.
- Any breach of this rule will be considered a serious safeguarding violation and will lead to disciplinary action.

Observation Practice

- Each child is regularly observed by their key person, who is responsible for documenting significant learning and developmental milestones. Twice per half term.
- A range of observational formats is used to capture learning across all areas of development, including spontaneous observations, planned observations, photos, and short narratives.
- Observations are recorded and stored within each child's individual online learning journey via the Famly App.
- Observations are used to inform planning, identify next steps in learning, and to ensure each child is supported in their ongoing development

Parental Involvement and Consent

- Observations are shared regularly with parents through the Famly App, encouraging home-setting partnerships and two-way communication.
- Parental feedback is welcomed and encouraged to create a fuller picture of each child's development.
- Parents are asked to sign a consent form authorising staff to carry out and record observations of their child as part of their child's learning journey.