



Lilliput Lane Nursery

The Little Nursery for Little Learners

PARENTMAIL POLICY

Aims

To use the ParentMail interactive parental engagement system to enhance and improve communication, and the effectiveness thereof, between parents and the nursery.

- To maintain users' privacy whilst the system is in use
- To control usage and permissions effectively
- To actively involve parents with system

Login details

Under no circumstances should login details be shared. Login details are considered to be:

- Username
- Password

Nursery practitioner access to ParentMail

The nursery manager or a nominated member of the management team is responsible for allowing staff access to ParentMail.

Access is granted through the ParentMail Logon screen. The email address used for a staff account must be managed responsibly.

If staff access their ParentMail account from outside the nursery they are responsible for maintaining privacy of their account.

Parent access to ParentMail

The manager or a nominated member of the management team grants parents access to Learning Journals

The manager or a nominated member of management is responsible for ensuring that the correct child profile is attached to each parent account



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Faults with ParentMail

In the event that ParentMail develops a fault which compromises the security of the privacy of the child profile the following procedure should be followed:

- Log out of the ParentMail account
- Inform management of the fault
- Management will then inform ParentMail by telephone and give a description of the fault
- ParentMail will not be used until the fault can be confirmed to have been rectified by a member of ParentMail staff
- Parents are to be informed and updated accordingly

This policy will be reviewed periodically in line with best practice and legislation and amended where appropriate.

This policy was adopted on	Signed on behalf of the nursery	Date for review
26 March 2015		As and when required.