



Permission form for ongoing Parental Consent*

Forename	Surname	Class	Address	Tel. No
<p>Name of Parent/Guardian:</p>				
<p>I declare that I am the legal parent or guardian of the above child. I have read the attached information and give consent for my child to be included in the following activity(ies):</p> <hr/> <ul style="list-style-type: none"> • Internet Access • Copyright permission • Data exchange • Sex Education (age-appropriate only) • Viewing appropriately selected films/clips <hr/>				
<p>Photographs</p> <p><input type="checkbox"/> I give permission for my child's photograph or video image to be used for school and curriculum purposes and understand that it may also be used for displays and for promoting a positive image of the school on the school website, in newsletters, press releases, newspaper articles etc., and that my child's name will not be included in published images.</p> <p><input type="checkbox"/> I do not give permission for photographs to be taken of my child. <i>(Please tick as appropriate)</i></p> <hr/>				
<p>Medical Consent</p> <p><input type="checkbox"/> I give my consent to the school, in the event that it is necessary, obtaining or rendering properly qualified medical assistance to my son/daughter. This consent will only be used where it is impossible to contact you.</p>				
<p>Additionally,</p> <p><input type="checkbox"/> I hereby give my consent to my child's participation in any out of school activity in connection with work being done in class. I understand that this covers short, off-site visits where no charge is involved. I understand that a separate permission slip will be requested of me for any trip where a charge is involved, or where transport is necessary.</p>				
Signed:			Date:	

***Please note that this consent form will be kept on file over the course of your child's time at school. If anything changes, please inform the school.**

Use of Internet and e-mail in school

As part of their work in Information Technology and other subjects, we offer the children supervised access to the internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The internet is a rich source of information and educational activities which are of great benefit to the children. However, there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the internet is supervised by adults.
- A high level filtering system is in operation. This allows access only to children's search engines
- Children are not allowed access to chat rooms at any time
- Children are taught about safe internet use by their teachers.

Please see below for the Battling Brook ICT Acceptable Use Policy.

Before we allow children to use the internet at school, parents **must** sign the permission form (front page) as evidence of their acceptance of the school's rules for responsible use of these facilities.

ICT Acceptable Use Policy (Primary Pupils)

Battling Brook School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this Battling Brook requires all pupils' parents to sign the Acceptable Usage Policy **before** they use the School's ICT facilities.

Listed below are the terms of this agreement. All pupils at Battling Brook are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully** and by signing the permission form (front page) you indicate your acceptance of the Policy on your child's behalf. Access to the School's ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

1. Equipment

1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Printers are provided across the Battling Brook School for use by pupils. It is important that children learn to press the print key once and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

Battling Brook School provides five layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by the East Midlands Broadband Community (embc) which seeks to provide internet use that is safe and for educational purposes only.

2.2 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation. This allows access only to children's search engines such as "Ask Jeeves for kids"
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

3. External Services

3.1 Managed Learning Environment Software [if applicable]

Software may be used to provide a web-based portal allowing children access to personalised learning resources and lesson materials. Use of this service should only be in accordance with instructions from the class teacher and in accordance with the following guidelines:

- That the software is provided for use of Battling Brook School staff and pupils only. Access by any other party is strictly prohibited.
- Your child should never reveal his/her password to anyone or attempt to access the service using another pupil's login details.
- That any remote access service is provided by the software company and Battling Brook School can make no guarantees as to service availability or quality.

4.0 Privacy and Data Protection

4.1 Passwords

Children will be given simple and an easy to remember password which they will learn to use.

5.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

6.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your own risk. Battling Brook School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

Watching films/Shorts/Clips

Over the course of an academic year we are likely to show feature films, shorts and clips from films to support teaching and learning. These may include carefully selected films/clips rated PG and below. All films will be suitable for the age range of the children and will have been checked by teachers to make sure they are appropriate for the children in each particular class.

Using Images of Children

From time to time our school may be visited by the media who will take photos or film footage, for example a visiting dignitary or other high profile event. Pupils often appear in these images which may then be published in newspapers or televised news programmes. We may take photographs of the children in school for our prospectus, for displays in classrooms and around school, for the notice boards or for our school website. We may also make video or webcam recordings for in-class work, for working with our partner schools or other educational use. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please complete the permission form as required

Privacy Notice for Parents

Introduction

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

The categories of information that we collect, process, hold and share include:

- personal information such as name, date of birth and address
- characteristics such as gender, ethnicity, disability, free school meals eligibility and language
- information relating to attendance, assessment, medical information, pupil behaviour, Child Protection and Safeguarding
- information relating to SEN & Looked After children
- adoptions key information such as dates, court orders and decisions

Why we collect and use this information

We use this personal data to:

- fulfil our legal obligations to safeguard and protect children and vulnerable people
- enable targeted, personalised pupil learning
- monitor and support pupil progress to fulfil their potential
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- evaluate and improve our policies
- enable personalised finance software
- keep pupils, parents and carers informed about school events and school news

The lawful basis on which we use this information

We must make sure that information we collect and use about pupils is in line with the GDPR and the Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

We collect and use pupil information as:

- the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes; example contact details, medical conditions, ethnicity
- processing is necessary for **compliance with a legal obligation** to which the controller is subject ie Census Collections
- processing is necessary in order to protect the **vital interests** of the data subject or of another natural person; example Social Care and support Services
- processing is carried out in the course of its legitimate activities with appropriate safeguards by the school, on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects; example contact details, medical conditions, ethnicity, SEN data
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; example allegation of negligence

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who we share this information with

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We routinely share this information with:

- schools that the pupils attend after leaving us
- local authority services
- social services
- national health services (NHS)
- school nurse
- the Department for Education (DfE)
- Education Welfare Officer
- CAMHS Service
- Leicester Charity Link

How we use the data

In school we use various third party software tools to track progress and attainment in the interests of the pupil's advancement. We record details about progress, attainment and pupil development to support future planning and learning.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required. We use systems to take electronic payments for school meals and activities. This includes financial software to manage school budgets, which may include some pupil data.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about school events.

Storing pupil data

- We will retain basic pupil registration details indefinitely (subject to legislation change).
- We hold children in need and children looked after data for up to 35 years from closure.
- Child protection files will be held 25 years past their d.o.b.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data is known as a 'public task', the sharing underpins school funding and educational attainment policy and monitoring.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

We must keep up to date information about parents and carers for emergency contacts.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to:

School Census: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about children in England. It provides invaluable information on the background and circumstances on a child's journey and evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents, carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record please contact the school office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact: If you would like to discuss anything in this privacy notice, please contact: Mr S Marsden, Head Teacher, via the school office.