



Parental Consent – Information for Parents

May 2018

This document provides more detailed information for parents concerning the parental consent form at the end of this document.

Consent for Internet Access

Through the school's E-Safety policy and pupil's Acceptable Use Policies we endeavour to keep your child safe online at all times. Our Internet provision is provided by the NCI and as such, all content is subject to rigorous firewall settings and content filters.

This provision is designed to minimise the chance of our children accessing inappropriate content and of being contacted inappropriately online. Please note that because of the ever-changing nature of the Internet this cannot be guaranteed, however policies are in place to address any E-Safety concerns as they arise.

Our comprehensive Computing Curriculum covers a wide range of E-Safety concepts for all ages and is designed to provide your child with the tools, knowledge and skills needed to encourage and help ensure safe surfing.

On the attached Consent Form: we will ask for you to consent for your child to have access to the Internet in school, which is provided and filtered by the NCI Technologies.

Consents for Digital Images

The use of digital images (photographs and video) plays an important part in our learning activities. Our children and members of staff may use digital devices to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in school newsletters, on the school web site and Facebook page and occasionally in the public media. We will ensure that when images are published that the children cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents and carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the General Data Protection Regulations). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents and carers comment on any activities involving other children in the digital / video images.

On the attached Consent Form: We will ask for your consent for...

- ✓ The school to take digital images of your child.
- ✓ Digital images of your child to be used on the official school web site.
- ✓ Digital images of your child to be used on the school's official Facebook page.
- ✓ Digital images of your child to be used in the school prospectus and other promotional material for the school, such as flyers and leaflets.
- ✓ Digital images of your child to be used in internal displays.
- ✓ Digital images of your child to be taken when involved in school events; such as a Christmas plays, Sports Day etc. The school may make these images available to other parents.

There is also the option to withdraw consent for digital images being taken:

*"I **DO NOT** consent for the school to take or use **any** digital images of my child, other than those taken in the public interest and used for school administration."*

Consent Form for 'Motional' system

At Heamoor School, we have been using a system called 'Motional' to screen children in their class or work group. The results help us to plan our social and emotional curriculum. We adapt what we teach to best meet the needs that are indicated.

We also use Motional to assess and develop action plans for individual children. This ensures that the adults working with them understand their individual needs and are able to meet these most effectively. If we feel it is appropriate to assess and develop an individual Action Plan for your child, we require your consent to do so.

Please note that your child will not be aware that this assessment is being made.

Your consent will allow the following:

- A 'Motional' assessment may be carried out for your child if required.
- Personal data will be gathered relating to your child in order to carry out the Motional assessment and produce an Action Plan. This may include contact details, date of birth and information relating to your child's learning and behaviour at school.
- Your child's personal data will be assessed by individuals from the school and an automated process will assist with the Action Plan.
- Your child's personal data and Action Plan may be shared with other adults and agencies supporting your child. The school will inform you and obtain your consent before sharing any personal data relating to your child.

The information gathered in the assessment will be stored in secure computer systems and anonymous statistical information will be created. The data will be deleted in accordance with the school's Data Retention Policy.

The school will only use any personal data collected for the purposes detailed in this document and in accordance with the School Privacy Notice. The on-line tool is provided by Motional who will process data on behalf of the school. If you agree in the future, personal data may also be shared with other organisations who may provide support to my child.

Participation is voluntary and you can withdraw your consent at any time.

On the attached Consent Form: We will ask for your consent for...

An individual Motional assessment (*if required*) to be carried out and Action Plan to be produced for your child.

Consent Form for School Activities, Trips and Journeys

This section of the form has been produced so that parents and carers can provide consent with regards to school activities, visits and journeys. Please note – in signing this form your rights are not affected in any way.

On the attached Consent Form: We will ask for your consent for...

- ✓ Your child to take part in school-arranged journeys and visits and, having read the subsequent information that will be provided, agree to your child taking part in any activities described.
- ✓ Any emergency medical treatment required by your child during the course of the activity, visit or journey being administered.
- ✓ Your child to travel by any form of public transport or contracted vehicle.

Medical Disclosure

(You will be asked to delete as appropriate)

On the attached Consent Form: We will ask for information on the following...

To confirm that your child does not suffer from any medical condition requiring regular treatment.

OR

To confirm any diagnosed illnesses of your child (incl. details)

Please note that the school has in force an insurance policy to cover all trips, journeys and activities. This policy provides covers for the matters referred to below:

1. Heamoor School, through its employees and agents, will at all times take responsible care of your child and his/her personal effects and money.
2. If your child has an accident or suffers loss or damage to his/her personal effects and money which is not as a result of any lack of care on the part of Heamoor School, its employees or agents, Heamoor School will not be able to pay any damages or meet any expenses arising.

Similarly, if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage caused to the third party's property, Heamoor School will not be responsible for this unless it can be shown to be at fault in some way.

Consent for Cloud-Based Services

As part of the school's range of IT teaching and learning resources, we use a number of cloud-based suppliers to provide educational content for our children. Each resource requires specific items of personal data for each user in order to function correctly. The majority of personal data collected and processed on our behalf is done so in the public interest in our role as a school.

There are a few instances however where we require parental consent to forward certain types of personal data. The table below details the different resources we currently use and the data that is uploaded to those resources. For each resource, we require your consent to upload the listed personal data

A full audit of each resource supplier has already been carried out. This audit focused on data transfer security, data storage security and the supplier's readiness with regards to GDPR.

This is our current cloud-based suppliers (May 2018):

Supplier	Product
2Simple	2Build a profile
Oxford University Press	MyMaths
Renaissance Learning UK Ltd	Accelerated Reader
Microsoft	Office, OneDrive,
Foundation Stage Forum Ltd	Tapestry
Twinkl Ltd.	Twinkl
Equin Limited	Insight Tracking

On the attached Consent Form: We will ask for your consent for...

- ✓ **Your child's personal data being used to create and access cloud based educational resources that are set up and managed by the school**

Consent Form for Tapestry (for Early Years Children Only)

At Heamoor School, we use an 'online learning journal' called Tapestry for our Early Years children. This system enables our Early Years staff to take digital images (both photographs and video) and make written observations of the day-to-day activities your child experiences in school. Parents and carers can celebrate this learning at home too and have access to their child's journal using an email address and a secure password. You can add your own photos and comments to your child's journal.

The safeguarding of our children and their data is very important to us and we can confirm that all Tapestry Learning Journals are hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. Everything that is added to Tapestry is done so through our official school Tapestry account and can only be viewed by the school staff that use the system, and yourself, using your own log in details.

Tapestry administrative staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work and play together. For this reason, we require your consent for your child to appear in photographs within other children's Learning Journals.

Please note – once your child's Learning Journal is set up, it is crucial that you do not share digital images from your child's journal on social media or through other online platforms. The digital images uploaded to Tapestry by the school are the property of Heamoor School and you do not have permission to upload them onto any web site on the Internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken may result in your access to the system being withdrawn.

On the attached Consent Form: We will ask for your consent for...

- ✓ The creation of a Tapestry Online Learning Journal for your child and permit digital images and notes that contain your child's personal data to be uploaded.
- ✓ Digital images that include your child being uploading to the Learning Journals of other children in our school.
- ✓ Your email address being used to provide you with access to your child's Learning Journal.
- ✓ Agreement to the following:
 - To not publish any of your child's observations or digital images on any web site or social media platform.
 - To keep my login details within my trusted family.
 - to speak to a member of staff if you experience any difficulties accessing your child's Learning Journal.

If you do not have access to an email address, please contact your child's class teacher to arrange a viewing of your child's Learning Journal using school equipment.

Heamoor School – Parent Consent Form



:- Please complete and return :-

Child's Name:	
Class:	
Parent or Carer's name (please print):	
Parent or Carer's signature:	
Date of Amendment:	
For Tapestry Learning Journal access only, please provide an email address.	

Please tick as required.

Internet Access	
<input type="checkbox"/>	I consent for my child to have access to the Internet in school, which is provided and filtered by NCI Technologies

Digital Images (Photos and Video)	
<input type="checkbox"/>	I consent for the school to take digital images of my child.
<input type="checkbox"/>	I consent for digital images of my child to be used on the official school web site .
<input type="checkbox"/>	I consent for digital images of my child to be used on the school's official Facebook page.
<input type="checkbox"/>	I consent for digital images of my child to be used in the school prospectus and other promotional material for the school, such as flyers and leaflets.
<input type="checkbox"/>	I consent for digital images of my child to be used in internal displays .
<input type="checkbox"/>	I consent for digital images of my child to be taken when involved in school events ; such as a Christmas nativity, Sports Day etc. The school may make these recordings available to other parents.
<input type="checkbox"/>	I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents.
OR	
<input type="checkbox"/>	I DO NOT consent for the school to take or use any digital images of my child, other than those taken in the public interest and used for school administration.

Motional-Online Assessment	
<input type="checkbox"/>	If required, I consent to an individual Motional assessment to be carried out and Action Plan to be produced for my child.

School Activities, Trips and Journeys

☐ I give consent for my child to take part in school-arranged **journeys** and **visits** and, having read the subsequent information that will be provided, agree to my child taking part in any **activities** described.

☐ I give consent to any **emergency medical treatment** required by my child during the course of the activity, visit or journey being administered.

☐ I consent to my child travelling by any form of **public transport** or **contracted vehicle**.

Medical Disclosure *(Please tick as appropriate)*

☐ I confirm that my child does not suffer from any medical condition requiring regular treatment.

☐ My child has been diagnosed with:
.....
which requires regular treatment (for example diabetes, asthma etc.) please give details:
.....
.....

Cloud-Based Educational Resources

☐ I consent to my child's personal data being used to create and access cloud-based educational resources that are setup and managed by the school.

Tapestry (Early Years Children Only)

☐ I consent to the creation of a **Tapestry Online Learning Journal** for my child and permit digital images and notes that contain my child's personal data to be uploaded.

☐ I consent to digital images that include my child being uploading to the Learning Journals of other children in our school.

☐ I consent to my email address being used to provide me with access to my child's Learning Journal.

☐ As a parent/carer I agree to the following:

- To not publish any of my child's observations or digital images on any web site or social media platform.
- I will keep my login details within my trusted family.
- I will speak to a member of staff if I experience any difficulties accessing my child Learning Journal.

Please note...

You are free to allow or withdraw any of these consents at any time for any reason - if you wish to do so, please let us know in writing by either:

- Emailing the school Data Protection Officer (dpo@heamoor.cornwall.sch.uk)
- Completing a **Consent Change** form in the School Office.