

# Parental Consent Policy Documents



Success for all through Attainment, Resilience and Autonomy

## About this booklet ...

The purpose of this booklet is to provide a copy of the policies agreed to by the parent/guardian and/or the student in the Parental Consent form.

Please Note: This booklet is intended for reference use only and does not qualify as form of consent. If you require a Parental Consent form please contact Park Community School on 023 92 489800 or ask for one at school reception.

For your convenience a page has been provided at the back of this booklet for you to copy the preferences you have selected on the Parental Consent form. Again this is purely for you to refer back to if you wish and does not qualify as a form of consent.

The policies outlined in the booklet are:

- Using images of children (page 2)
- Biometric information and how it will be used (page 3)
- Internet Use for Students (page 5)
- Consent for school trips and other off-site activities (page 7)

Also included is the Privacy Notice (page 8), which informs your child about the data that the schools holds about them and their rights in relation to it.

If you have any questions regarding this booklet, the policies in it or any of the schools policies please do not hesitate to contact us on [023 92 489800](tel:02392489800). Many of the school's policies and information regarding them can also be found on our website: [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk)



## Using images of children

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website, or on project display boards at our school. We may also make video or webcam recordings for monitoring or other educational use.

The Media Suite at Park Community School means all pupils will at times have the opportunity to record and/or appear in audio or video projects related to curriculum work or as part of their personal development. Some of these projects may be shown in our daily "Butterfly Broadcasts", on Park Community School's website and possibly the BBC.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

When you consent, the school commitment to you is:

1. Your consent is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we

may include the full name of a pupil in a newsletter to parents if the pupil has won an award.

4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

## Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from the pattern on one of their fingers. The school would like to take and use information from your child's finger and use this information for the purpose of providing your child with access to the cashless catering system and also access to release printing from computers. Biometrics may also be used to access library books.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the pattern on your child's finger and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's finger) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools

when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system. For example:

- a. the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- b. the school must ensure that the information is stored securely;
- c. the school must tell you what it intends to do with the information;
- d. unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is BioStore Limited. This is necessary in order to obtain the information needed to provide the cashless catering system.

Providing your consent/objecting - in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/Her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are

not going to use the automated system and a swipe card will be issued. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance can be found via the following links: Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, headteachers, principals and school staff': [www.education.gov.uk/schools/adminandfinance/schooladmin](http://www.education.gov.uk/schools/adminandfinance/schooladmin)

## Internet Use for Students

The school has broadband connection to the internet. The internet is a valuable resource to all students which helps them with their learning in all areas of the curriculum, this also offers the possibility for international communications between students.

As anyone can add information to the internet, there is some material which is unsuitable for viewing by children. Therefore we have introduced procedures which should enable your son/daughter to use the internet safely and securely. A filtering programme has been installed which should deny access to unsuitable material and the school has an Acceptable Use Policy which is strictly enforced.

We will make every effort to ensure unacceptable material is not viewed by your son/daughter. Each internet session will be monitored by a member of staff and all students and staff users of the internet must agree to follow the rules set out in the Acceptable Use Policy below.

### Acceptable Use Policy

The Acceptable Use Policy is an agreement between you, your child and the school to use the internet for educational purposes only. Its aim is to:

- Allow all users to access and use the internet for educational purposes.
- Protect employees and students from sites, information and individuals, which could undermine the principles, aims and values of Park Community School.

- Provide rules which are in agreement with the Data Protection Act.

When signing the policy the student is agreeing to the following:

1. I must have the permission of my parent(s)/guardian before I will be allowed to use the Internet.
2. I must have read and understood the Acceptable Use Policy.
3. I am only permitted to use the internet when supervised by a member of staff.
4. I am only permitted to use my official school e-mail account, which I must use in an appropriate manner, not sending abusive mail, using inappropriate language, or enclosing (attachments) inappropriate pictures. I am not permitted to use any other e-mail service.
5. I agree that it is my responsibility to report abusive e-mails, inappropriate pictures and any contact by unknown persons to the school.
6. I agree that the work/activity on the internet during the school day must be directly related to my school work. I understand that private use of the internet during the school day is strictly forbidden, this includes any attempt to use any social networking sites, e.g. Facebook, MySpace, Youtube and Twitter.
7. I will under no circumstances give out personnel information such as addresses / telephone numbers or e-mail addresses of any member of staff or student at Park Community School, this includes publishing any names, photographs or video of students and any school employees, for use on the internet.
8. I will not transfer inappropriate material from any source into my school user area, or onto any storage media or device. I will not transfer inappropriate material from any source outside of school and upload them in school, or use any other means to bypass the school filtering system.
9. I will under no circumstances view, upload, download or include material for private use (music / film / games) into my school account which is unsuitable/not required for school. This applies to any material of a violent, dangerous, racist or of inappropriate sexual content or which is likely to be offensive in any way to any member of our school community. If I am in any doubt as to the suitability of any material I find I will check with a member of Staff.

10. I will not engage in on-line conversations (messaging or chat sites) unless given specific permission by a supervising member of staff. If this is the case I shall be polite and appreciate that other users might have different views from my own.

11. I understand that failure to comply with these rules will result in one or more of the following:
  - access being suspended for 24 or 48 hours and/or having restricted internet access imposed.
  - A letter dispatched informing my parent(s)/guardian of the nature of a serious breach of rules.
  - Appropriate sanctions and restrictions placed on access to school facilities.
  - Any other action as decided by the Headteacher and Governors of Park Community School.

In response, Park Community School agrees:

1. To only publish names or photographs of students on the internet with the written permission from parents/guardians.
2. To make every effort to ensure that the students do not view/hear unsuitable material.
3. To ensure that a member of staff monitors each internet session.

## Consent for school trips and other off-site activities

Park Community School is committed to providing all students with the opportunities to learn and develop through participation in school trips and other off-site activities. By giving your consent you are agreeing to your child:

- Taking part in local school trips and other activities that take place off school premises
- Being given first aid or urgent medical treatment during any school trip or activity
- Taking part in activity sessions on-site that include (but not exclusively)

inflatables, climbing walls, lasertag, falconry, bushcraft and similar adventurous activities.

Please note:

1. That the trips and activities covered by this consent include:
  - Off-site sporting fixtures during and outside the school day,
  - Trips to local venues e.g. South Downs College, Portsmouth, Chichester
  - Performance events to local venues
  - Adventurous activities offered by local venues
2. The school will send you information about each trip or activity before it takes place.
3. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
4. Written parental consent will not be requested from you for those off-site activities listed in 1. above. We will, however, seek separate permission for any trips that are residential or not local or for which we ask for a contribution towards the cost.
5. A medication information form will need to be completed before your child attends off-site activities. The information on the medical information form will be retained on our records to use for all future local trips/activities.
6. It is your responsibility to keep us informed of any changes that we should be made aware of regarding your child's health. You must also keep us updated with new contact details.

## Privacy Notice - Data Protection Act 1998

We, Park Community School, are the data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;

- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, modes of travel and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law allows us to. We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at [http://www3.hants.gov.uk/information\\_sharing\\_policy\\_2009\\_-\\_trust\\_version.pdf](http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf)

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

We also have local arrangements in place where the school exchanges information with the school nurse, oral health, the PTA and the extended schools provider.

If you want to see a copy of the information about you that we hold and/or share, please contact the school.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

Hampshire County Council: <http://www3.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

DfE: <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/b00212337/dabase>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Colin Payne, Data & Information Manager, Children's Services  
 Elizabeth II Court (East), The Castle, WINCHESTER, SO23 8UQ  
 Website: <http://www3.hants.gov.uk/learning>  
 email: [colin.payne@hants.gov.uk](mailto:colin.payne@hants.gov.uk)  
 Telephone: 01962 845700

Public Communications Unit, Department for Education  
 Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
 Website: [www.education.gov.uk](http://www.education.gov.uk)  
 email: <http://www.education.gov.uk/help/contactus>  
 Telephone: 0370 000 2288

Once you are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the school if you or your parents wish to opt-out of this arrangement.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm). For more information about the Integrated Youth Teams in Hampshire please go to <http://www3.hants.gov.uk/childrens-services/youthtube.htm>

## Parental Consent Preferences

Please use this section as a reminder of the preferences you have selected on the Parental Consent form. Once again we would like to remind you that this is purely for you to refer back to if you wish and does not qualify as a form of consent.

Policy area	Your Preference
<b>Using your child's image:</b>	<b>Please circle your answer</b>
Your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards.	YES / NO
Your child's image on our website.	YES / NO
Your child's image on video or webcam.	YES / NO
Your child to appear in the media.	YES / NO
<b>Biometric information:</b>	<b>Please circle your answer</b>
Cashless Catering System, Printers & Photocopiers.	YES / NO
<b>Acceptable Internet Use</b>	<b>Please circle your answer</b>
Acceptable Internet Use	YES / NO
<b>School trips and other off-site activities:</b>	<b>Please circle your answer</b>
I am happy for my child to take part in local school trips and other activities that take place off school premises.	YES / NO

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PLEASE FEEL FREE TO USE IT AS A NOTES PAGE



Park Community School  
Middle Park Way  
Havant  
PO9 4BU  
023 92 489800  
[www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk)

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