

# St. Joseph's Catholic Primary School



HEAD TEACHER: MRS. A. D. THORPE

CHAIR OF GOVERNORS: MRS. C. HORSLEY

Front Street, Stanley, Co. Durham. DH9 0NP  
E.mail: [stanleystjoseph@durhamlearning.net](mailto:stanleystjoseph@durhamlearning.net)

Tel: 01207 232624  
Website: [www.stanley-pri.durham.sch.uk](http://www.stanley-pri.durham.sch.uk)

18<sup>th</sup> September 2018

Dear Parent/Carer,

**CHILD'S NAME:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

In light of new General Data Protection Regulations; we are currently reviewing all the consents required in school. There are a number of activities which happen in school and for which we seek parent/carer permission. To ensure that we hold the correct information for your child, could you please read and sign, whether you agree/disagree with the **eight** following statement (**please complete / tick all the appropriate boxes**).

## **1. Local Outings / Educational Visits**

From time to time, we take children out of school on local visits (e.g. to the Library, the Park or around the vicinity of the school). Please indicate whether you give permission for your child to go on any local outings, which may arise.

**I give permission for my child to go on local outings**

**I do not give permission for my child to go on local outings**

We also take children on Educational Visits and Off-Site activities further afield.

**I give permission for my child to go on non-residential and non-adventurous activities and have completed the attached EV4 (CAS 2014) Form**

**I do not give permission for my child to go on non-residential and non-adventurous activities**

## **2. Volunteer Drivers**

We currently have a number of parents/carers who act as volunteer drivers kindly giving up their time to assist school staff in transporting children to and from a variety of events when needed e.g. football, athletics etc. All volunteer drivers will have

- Disclosure Barring Service Enhanced Clearance
- Presented valid motor insurance certificates to school and signed appropriate school documentation confirming this.
- Received safeguarding information from school
- Agreed to bring children back to school or church gates to meet parents/carers if necessary (the teacher will meet all children back at school/church gates)

and children will never be alone with a volunteer, there will always be at least two children in their care at all times.

**I consent to my child being taken to/from educational visits, off-site sporting fixtures/events and other off-site activities both during school hours and outside of the school day by a volunteer driver.**

**I don't consent to my child being taken to/from educational visits, off-site sporting fixtures/events and other off-site activities both during school hours and outside of the school day by a volunteer driver.**

## **3. Photographs / DVDs / Images in School**

Sometimes we take photographs of the children. These are mainly used for educational reasons but occasionally we may use these images in our publicity or the school's prospectus or in other printed publications as well as on our website and Facebook page. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

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, websites or on televised news programmes.

During the year there will be occasions when we film DVD recordings of the children in school, performing their Christmas productions, Dance Festival and X Factor competition, school plays. The DVDs are then generally sold to parents and carers as a keepsake. Most parents/carers are happy for their child to participate in this way

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?

Yes / No
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2. May we use your child's image (unidentified) on our website and Facebook page?

Yes / No
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3. May we record your child's image (unidentified) on video or webcam?

Yes / No
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4. Do you consent to your child being photographed or filmed in press events agreed by the school?

Yes / No

5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name) \* **Please see notes below**

Yes / No

6. Do you consent to your child being recorded on DVD?

Yes / No

7. I have read, understood and agree to the conditions of use on the following page.

Yes / No

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

*Unidentified above means we will only use the first name.*

### Conditions of school use

1. We, the school, setting or service, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
2. 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.
3. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. 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.
8. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

#### **4. Mobile Phone Contract**

We recognise that on some occasions it may be helpful for a pupil to bring a mobile phone into school for instance if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the school day can be disruptive. Pupil mobile phones will be managed within our school as follows

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this consent.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents / carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off and must be handed in to the school office before the start of the school day.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this we will endeavour to contact a parent or carer. Your child should agree to unlock the phone if required by a member of staff.
- We currently advise that the use of Smart Watches is not appropriate in school due to risks of loss and damage.

**I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.**

**I confirm that my child may not take a mobile phone into school.**

#### **5. Plasters (hypoallergenic)**

Staff - throughout the school day, breakfast club, dinnertime, after school clubs and trips - monitor children for any first aid required. If your child needed a plaster, please indicate whether you give permission for us to use a hypoallergenic plaster on your child.

**I do give permission for my child to have a plaster applied**

**I do not wish my child to have a plaster applied**

## **6. E -Safety Contract**

Please read the attached E-Safety contract with your child and complete the consent below. We understand that your child may be too young to give informed consent on his/her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this. The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents / carers. The school will seek to work with families to help them to encourage children to adopt safe use of the digital technologies at home.

**I confirm that my child has listened to and understood the pupils' e-safety agreement, and will follow the rules which are there to keep them and the school safe.**

**I have read and understood the e-safety agreement and give permission for my child to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available at [www.thinkuknow.org.uk/parents](http://www.thinkuknow.org.uk/parents) or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.**

**I will follow the school's guidance on taking and sharing images and video at school events.**

## **7. Leaving School at the end of the day**

At the end of the school day our policy is not to let a child leave the school yard unless they are accompanied by an adult. We recognise that on some occasions parents may wish for their older children to leave on their own. Please indicate below if you want your child to be allowed to leave the yard unaccompanied at the end of the school day, whether this is to meet a family member or walk home on their own. Please be aware that if you give permission for your child to leave school on their own, they become your responsibility as soon as they have left the school premises. We would recommend that any child walking home on their own has a mobile phone (mobile phone policy applies).

**I give permission for my child to leave the school premises unaccompanied at the end of the school day.**

**I do not give permission for my child to leave the school premises unaccompanied at the end of the school day.**

## **8. School Nurses**

We often receive requests from school nurses asking us to provide names and addresses of parents so that they can contact you to see if you want your child to participate in the **National Child Measurement Programme (NCMP)** or for **Vaccinations and Hearing tests etc.**

**I do consent to the school giving school nurses my name and address**

**I do not consent to the school giving my name to school nurses**

You have the right to withdrawn consent at any time; you can do this by writing to the Headteacher or by emailing your request to stanleystjoseph@durhamlearning.net.

Consent remains valid for the time your child is in school unless it is withdrawn.

Withdrawal of consent only applies from the date the written request is received.

**We need a completed form for every child as this replaces any previous consent forms. Please return all forms by Monday 24<sup>th</sup> September 2018 at the latest.**

Yours sincerely,

**Mrs A D Thorpe  
Headteacher**

Name of Parent/Carer \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

### **Attachments:**

**Parental Consent / Medical Form EV4 (CAS 2014)**

**Pupils E-Safety Agreement (Rec to Y2)**

**Pupils E-Safety Agreement (Y3 to Y6)**

