**Birtley East Community Primary School General Permission Form September 23**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We collect and hold information about you and your child and as you will be aware the law is changing. Most of the data we collect, hold and share is covered by legislation as it is necessary for us to perform the functions we need to as a school and to comply with our legal obligations as a school – for example sharing pupil data with the DfE. We do not need your permission to hold or share this information, but we do publish how we use it in our ‘privacy notice’. This is available on our school website.

Some activities and data collection and/or sharing are not covered by this legislation and so we would like to seek your permission for these. We have combined this all into one form which we will hold on record until you notify us of a change in your preferences. If you wish to alter your preferences at any time simply request a new copy of this form and complete it with your updated preferences. We only seek permission for these additional areas as we believe it is of benefit to your child to allow these types of activity or information collection or sharing.

Please indicate by ticking the appropriate box for each item. This form should be completed by a parent or carer who has legal responsibility for the above child. This would usually be someone with ‘parental responsibility’.

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| --- | --- | --- |
| **Description of activity** | **I give permission****😊** | **I do not give permission****☹** |
| **Photographs/videos in school –** taken and stored for use within school to record and celebrate achievement. |  |  |
| **Photographs/videos in school** – taken and shared via our school website and via Twitter. |  |  |
| **Photographs in school** – taken by professional photographers and available for parents to purchase; individual and class or team photographs. |  |  |
| **Photographs in school** – used in more widely circulated documents such as the school prospectus or in school policy documents. |  |  |
| **Photographs taken by other providers whilst on school visits** – sometimes the providers of activities wish to take photographs of the children, for example at sports events. They might publish these on their website. |  |  |
| **Visits within the school day** – some visits within the local area, on foot which take place during the school day. |  |  |
| **First aid** – we will, from time to time, administer basic first aid to your child, e.g. ice packs, antiseptic wipes and plasters/other dressings. This will be administered by a qualified first aider. |  |  |
| **Children with medical conditions** – the display of posters with the photograph and details of children with particular medical conditions so that emergency procedures can be seen and acted on by all, e.g. children with food allergies who need an epi pen, children with asthma. |  |  |
| **Description of activity** | **I give permission****😊** | **I do not give permission****☹** |
| **Sun cream** – children are expected to come to school with sun cream ready applied or able to apply this themselves. Should your child bring sun cream to school please indicate whether you give permission for staff to assist them, should they need this.  |  |  |
| **Permission to assist** – children, especially the very young, will sometimes need assistance from staff to change their clothing (including underwear where necessary). This would be if they had been sick or had an accident using the toilet, for example. |  |  |
| **Use of the internet** – we have a filtered internet service which safeguards children from accessing most, but not necessarily all, unsafe content. Staff monitor and support this access and children are encouraged to use the internet, or internet based resources, as part of their learning. Please indicate whether you give permission for your child to access the internet whilst in school. |  |  |
| **Sharing information with outside providers** - whilst in our school we may from time to time share your, or your child’s, information with selected providers of educational software applications. An example of this is the e-schools platform we have used for the booking of parents evening appointments. The sharing of your, or your child’s, information will be governed by a data processing agreement which will be in line with GDPR legislation. Please indicate whether you are happy for school to share your or your child’s information in this way. |  |  |

*In addition to the permissions we have sought above in respect of your child, please consider your preferences in relation to photographs of you when you visit school. You will be asked to give permission for photographs to be taken and used when you attend an event.*

Name of parent/carer completing this form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_