



## LIMES FARM JUNIOR SCHOOL- Parental Consent Policy Documents

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 Limes Farm Junior School on 02085007566 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
- Internet Use for Students – Acceptable Use Policy
- Consent for school trips and other off-site activities. Also included is the Privacy Notice which informs your child about the data that the school 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 school's policies please do not hesitate to contact us on 02085007566.

### 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. From time to time, our school may be visited by the media who will take photographs or film footage of an organised 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.

### 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 Limes Farm Junior 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 Limes Farm Junior 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 Limes Farm Junior School.

In response, Limes Farm Junior 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

Limes Farm Junior 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, laser tag, 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

- 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, Limes Farm Junior School, are the data controller for the purposes of the Data Protection Act. We collect information from parents/carers and may receive information about your child(ren) from previous school, Essex County Council.

We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care; • Statistical forecasting and planning; and
- Assess how well our school is doing.

This information includes contact details, national curriculum assessment results, attendance information, modes of travel and personal characteristics such as ethnicity, any special educational needs and relevant medical information.

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

### 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
Using your child's image:	Please circle your answer
Your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards.	Yes or No
Your child's image on our website.	Yes or No
Your child's image on video or webcam.	Yes or No
Your child to appear in the media.	Yes or No
Acceptable Internet Use	Please circle your answer
Acceptable Internet Use	Yes or No
School trips and other off-site activities:	Please circle your answer
I am happy for my child to take part in local school trips and other activities that take place off school premises.	Yes or No