

LAMBLEY PRIMARY SCHOOL

Headteacher: Lee Christopher

Ready, Respectful, and Resilient.

Data and Consent Booklet 2022

Dear Parents and Carers,

In preparation for your child starting school in September, we are sending home a number of consent forms and data capture forms. We ask that you complete these and return the relevant forms to the school office as soon as possible. If you would like a paper copy of these documents, please let the office know and we will be happy to sort it for you.

Data Privacy Notice-

Please go to our school website to see our data privacy notice and information relating to data you share with us. You can find it by following this link:

<http://lambleyprimaryschool.org.uk/information/policies-and-procedures/>

To comply with the GDPR 2017/18 and Data Protection Act 2018, we need permission before we can photograph or make any recordings of your child. Please complete the Image Consent Form within this pack.

Dear Parents/Carers,

As a school, we try to make the most of the wonderful facilities on our doorstep to encourage learning outside the classroom. I am asking for your permission:

- To take your child out on future free mini-excursions around Lambley ie The Dumbles, the local village and the local park.

It will always remain our policy to inform you what we are doing and when, but it will remove the necessity to get a reply/permission slip each time, saving everyone time and paperwork. Please also be assured that risk assessments are always carried out to Nottinghamshire County Council Guidelines and that adult pupil ratios are adhered to.

If you agree to the above then please complete and return the attached consent form.

Thanking You.

Yours sincerely,

Mr L Christopher
Head Teacher

Permission to participate in Mini-Excursions

I give permission for my child, _____ to take part in the **local excursions in and around Lambley Village.**

School will inform me of details of these outings and relevant risk assessments will be completed and policies followed to ensure the safety of my child.

Signed _____ Print name: _____

LAMBLEY PRIMARY SCHOOL
USE OF CHILDREN'S IMAGES Policy
Reviewed May 2021

USE OF CHILDREN'S IMAGES

*The word images is used here to include photographs, digital photographs, webcam, film and video recordings

Introduction

1. Pupils have their photographs taken to provide a visual record of their time at Lambley Primary School or to record a particular achievement, for example an end of year class photograph, a school achievement award, etc.
2. We also take photographs at the school for other reasons. We may use images in pupil files, pupil's class books or learning journals, in the school prospectus or in other printed publications that we produce, in displays and even on our website. We may also make video recordings for staff development, assessment evidence or other educational use.
3. Lambley Primary School believes that the responsible use of children's images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements.
4. We only use images that the Head Teacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.
5. Through this policy we aim to respect young people's and parents' rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of the 2017/18 GDPR, the Data Protection Act and child protection issues.

Data protection

6. Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act. We will not use images of identifiable individuals for school publicity purposes without the consent of

either the individual themselves or, in the case of pupils, their parent, guardian or carer. Please see the attached consent form.

7. In seeking consent we will ensure that parents are clear why we are using a child's image, what we are using it for, and who might want to look at the pictures. Our consent form makes clear the period of time for which consent applies.
8. All images will be stored securely on our school server where they are password protected and used only by those who are authorised to do so. We will not re-use images of children after they have left the school; these images will be destroyed.
9. We may also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, the opening of a new resource or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Child protection

10. We will only use images of children in suitable dress. The Head Teacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.
11. Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection designated teacher, the LEA, Social Services and/or the police as appropriate.
12. Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a court order.

Websites

13. We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images, via the internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

14. Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education website.

Digital images and mobile phones

15. Webcams, tablets and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which these are being used so that people know the camera is there before they enter that area.
16. Mobile phones that can take and transmit images will not be permitted in teaching areas, the playground or central areas. If a mobile phone has to be used, we will direct you to do this in the office or the staffroom, away from the children. Misuse will be regarded as a breach of school discipline and dealt with accordingly. School i-pads/ tablets are used in the teaching areas to support curriculum delivery and assessment. Images taken on these devices are saved to the secure school server and we follow data protection guidelines outlined in points 6 and 8.

External photographers and events

17. If the school invites or permits an external photographer to take photographs within school, we will:
 - Ensure that the photographer can demonstrate GDPR compliance.
 - Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour
 - Issue the photographer with identification which must be worn at all times
 - Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
 - Not allow unsupervised access to children or one-to-one photo sessions at events.
18. The same conditions will apply to filming or video-recording of events.
19. Wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils.

School Events

20. Lambley Primary School believes that it is important to invite parents and carers into school for special events including sports days, class assemblies and musical productions. We permit you to take photographs and video on these visits under the condition that you do not share these on social media or outside your immediate family. Any breach of this agreement will be treated very seriously, following legal advice.

Image Consent – Conditions of Use

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time.
2. The images we take will be of activities that show the school and pupils in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every reasonable effort to ensure that we do not allow images to be taken of any children whom we do not have permission or who are 'at risk' or disallowed from having photographs taken for legal or other reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we can not guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you should understand that images can be used in printed and electronic form.

To give your consent, please complete the information on the next page and return the form to the school office.

Please contact the school in writing if you wish to withdraw your consent at any time.

Child Photograph Consent Form

Please tick all the boxes that apply to you.

- I give permission for my child's image to be taken for the purpose of providing a record of time at the school, e.g. in a class, a year photograph, a school team photograph, etc.
- I give permission for my child's image to be taken and used within a pupil record, on displays, notices, etc. within the school which are generally viewed by school staff and other pupils of the school.
- I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications of images or video.
- I give permission for my child's image to be used on websites and by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/ footage the media may take themselves, if invited to the school to cover an event.
- I give permission for my child's image to be used on Class Dojo or Tapestry as a record of their work and achievements whilst at school.

OR

- I do not want my child's image used in any publicity.

I have read and understood the Use of Children's Images Policy (May 2021).

Name of pupil: _____

Parent/ Carer's Signature: _____

Name (in block capitals): _____

Date: _____

LAMBLEY PRIMARY SCHOOL

SCHOOL MEAL INFORMATION

PUPIL MEDICAL DIETS AND NEW FOOD ALLERGEN LABELLING GUIDANCE

In order to comply with Food Standards Agency guidance and European government legislation, which commenced in December 2014, all menus will require Allergen Foods to be 'visibly, clearly and legibly displayed'.

These 14 Allergen foods are: Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Eggs, Fish, Shellfish, Molluscs, Cereals Containing Gluten, Sesame, Celery, and Sulphur Dioxide. This will give parents/carers more information about recipes on the menus and will allow customers who have medical dietary requirements to select their own menu choices.

Each special dietary request made by parents/carers on behalf of their child should be made on the Dietary Request Form available from the school office or from the NCC website, this form to be returned to the school office. Children who are already in school with medical diets do not need to re-register.

EYFS and KS1 UNIVERSAL FREE SCHOOL MEALS

All EYFS and KS1 children are entitled to free school meals as part of the government 'Food School Plan'. In order to help us prepare for the new school year, please fill in the reply slip below if your child would like school meals from September. Please note that school meals do not have to be taken every day; you can bring sandwiches on some of the days if you wish.

Pupils in Key Stage 2 are charged for their meals.

EYFS & KS1 UNIVERSAL FREE SCHOOL MEALS

My child would like school dinners from
September 2022

Parent/Carer: (signed) Name: Date:

IMPORTANT INFORMATION ABOUT YOUR CHILD'S ENTITLEMENT TO ADDITIONAL FUNDING, SCHOOL UNIFORM VOUCHERS AND FREE SCHOOL MEALS

You child may qualify for additional funding if they attend a Nottinghamshire County Council School full time and you receive one of the following benefits:

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits below:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- [Income Support](#)
- [Income-based Jobseeker's Allowance \(JSA\)](#)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- [Child Tax Credit](#) (with no Working Tax Credit) with an annual gross income of no more than £16,190
- [Working Tax Credit](#) run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Please [register here and apply now](#). If you are unable to apply online please contact us on 0300 500 80 80 or complete an [application form](#).

<https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

DATA COLLECTION SHEET

Please complete the information below and return to the school office.

Surname:	Forename:	
Middle name:	Gender:	
Date of Birth:		
Address:	Post Code:	
Telephone:	Mobile:	Email Address:

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Tel/Mobil	Work Address/Tel/Mobile
1.			
2.			

Any special dietary needs

Doctor's Name/Address/Tel

Medical Conditions (eg allergies,asthma,eczema)
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Previous school/s

Ethnicity :	Religion:
Home Language:	
GDPR & Privacy- The school has a duty to protect personal data and to keep it up to date. The school is required to share some of the data with the Local Authority for legal reasons. For further information, please refer to our privacy notice, available on the school website.	

Any other information

Signature of parent/carer