**Please complete this form in detail and return to the school office as soon as possible.**

**Pupil Consent Form**

In line with the General Data Protection Regulations (GDPR) introduced in May 2018, we (Millfields First School - the Data Controller for data collection purposes), have identified relevant legal basis that allow us to collect, process and store personal data that relates to pupils in our school.

As per Article 6 of the GDPR legislation, we have identified specific purposes that require consent from whoever holds parental responsibility of pupils at our school to enable us to lawfully collect and process personal data relating to them.

For more information on how we comply with the GDPR please see our privacy notice which can be found under the policies section on our website or alternatively you can request a paper copy from the school office.

We are required by GDPR to use clear and plain language that is easy to understand, if you have any questions with regards to any aspect of this form or the consent you are providing please contact the School Office for guidance / assistance.

Please see the ‘[Policies](https://www.millfieldsfirstschool.co.uk/information/policies-and-procedures/)’ section on our school website for more information.

|  |
| --- |
| Parent / guardian details (2) |
| Name |  |
| Relationship to pupil |  |
| Parental responsibility? | Yes / No |
| Address |  |
| Phone | 1. |
| 2. |

|  |
| --- |
| Parent / guardian details (1) |
| Name |  |
| Relationship to pupil |  |
| Parental responsibility? | Yes / No |
| Address |  |
| Phone | 1. |
| 2. |

|  |
| --- |
| Pupil details |
| Childs Name |  |
| Date of Birth |  |
| Class | Pre-School | Reception | Year 1 | Year 2 | Year 3 | Year 4 |
|  |  |  |  |  |  |



**To indicate your consent to our specific purposes please put a in the corresponding box to the right.**

**If you do not wish to provide consent please clearly put a in the box.**

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**Medical consent**

We lawfully collect medical data about your child in order for us to protect their vital and legal interests as per Article 9(2)(c) of the GDPR legislation.

However, in some circumstances we lawfully require your consent to be able to provide care / treatment as and when it is deemed necessary by a medically trained individual.

|  |  |
| --- | --- |
| my child to be given first aid by a trained member of staff during any on-site or off-site activity |  |
| my child to receive urgent dental, medical or surgical treatment, including anaesthetics or surgical operations, as may be considered necessary by the medical authorities present, during any on-site or off-site activity |  |
| my child’s information to be shared with the NHS and other relevant health professionals for purposes such as in school vaccinations and eye, dental and heights & weights screenings etc. |  |
| plasters to be applied to my child |  |
| staff to administer medicines as specified on a signed medication form |  |

*I give permission for:*

*Please provide information of any medical conditions / allergies:*

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**Asthma Register**

**-** My child is **not** Asthmatic

**-** My Child **is** Asthmatic **(If your child is asthmatic please complete the section below to enable us to manage any problems that may arise efficiently and effectively)**

Childs name: ………………………………………………………….. Date of Birth: ………/………. /………

Name of prescribed asthma drug(s) / Inhaler: ………………………...............................……………..….. .………………………………………………………………………………………………………………………Symptoms: ............................................................................................................................................... ………………………………………………………………………………………………………………………When should prescribed drugs / inhaler be administered and how many puffs / how often: …..……….. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Please ensure that your child has a clearly named and in date inhaler in school at all times, your child’s class teacher will store this in the classroom.**

**On-site activities**

*I give permission for my child to:*

|  |  |
| --- | --- |
| take part in food preparation/cooking and tasting activities |  |
| take part in after school clubs and activities |  |
| watch ‘PG’ rated films |  |

*Please outline any food allergies / specific dietary requirements:*

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**Off-site activities**

*I give permission for my child to:*

|  |  |
| --- | --- |
| walk to events taking place locally within Bromsgrove (with teacher/adult supervision) |  |
| take part in supervised visits/sports events taking part in local destinations (e.g. Church services at St Johns Church, sporting/education events etc.) |  |
| take part in supervised one-day non-residential visits within the UK that requires travel by coach/mini-bus(These would still be subject to standard school letter/permission slips) |  |

Please note:

Pupils are not insured by the Education Authority against personal accidents. Offsite activities, travel and personal injuries insurance is in place for all children taking part in educational visits.

The County Council accepts no responsibility for accidents or injury to Pupils, or for loss or damage of personal effects, unless the cause is negligence of the County Council or any member of staff.

Parents are advised, wherever possible, to give the school a telephone number at which they can be contacted in case of emergency, in particular when urgent medical treatment may be necessary. Please complete the contact details section on your child’s Data Collection Form.

**Use of information and image (including photographs and video recordings)**

Images and electronic recordings of pupils may be taken whilst they attend school to celebrate their achievements and successes, these images may be documented in learning journeys / work books to evidence learning, these images may include other children within their learning environment.

We also share images of events / successes etc. in our newsletters that are sent out electronically via the school app, published on our website and printed in school.

Electronic images, whether photographic or video, will be stored securely on the schools computer network/iPads which are accessible only by authorised users.

|  |  |
| --- | --- |
| as part of school wall displays / class activities |  |
| internally as part of regular activities and work at Millfields |  |
| as part of the school’s annual class school photographs taken by school appointed professional photographers (e.g. Tempest Photography) |  |
| as part of the school’s annual individual photographs taken by school appointed professional photographers (e.g. Tempest Photography) |  |
| in school publications (printed and online) e.g. Newsletters, brochures. (Publications will be published on our **school app** and our **Millfields First School website)** – we will not publish your child’s full name. |  |
| Pre-School and Reception children only: images to be shared on Tapestry (an app to document your child’s learning and development) |  |
| on our school website (we will not use a child’s full name when using their image)  |  |
| for publication in external media as part of a team / record of event. (External media includes local newspapers and their websites e.g. Bromsgrove Advertiser and The Standard). Should other companies wish to use images we will write and ask for your consent beforehand. |  |
| to share good practices with staff from other settings/schools |  |
| on external websites for publicity or campaigns by national government agencies |  |

***I give permission for my child’s image (photographic/video) to be used:*** (please put a or a in the box to the right to show whether consent is provided, or not, for each purpose. Please do not leave a blank box).

The image permissions you have provided above will be valid throughout your child’s time at Millfields First School. You can, however, withdraw/amend these permissions any time by contacting the school office in writing; however it may not be possible to remove images that are already in circulation or have already been published with your consent.

Electronic images and videos will be deleted from all iPads/electronic devices at the end of each academic school year. Images and/or videos that you have agreed to be used for publicity purposes may continue to remain in circulation after your child has left our school.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child’s achievements. Millfields First school are happy to allow this at the discretion of the Head teacher, on the understanding that such images/recordings are used purely for personal family use and do not appear on any social media platforms. Images containing children other than their own should not be put on the internet for any reason.

Please tick and sign to confirm you have read and understood the above

Signed: …………………………................................. Dated: ………………………………..

**CCTV**

Please be aware that we do operate CCTV on our school grounds. This is purely for the safety/security of the school and only images of the outside of the building are captured. School Governors may also require access to images captured to help with resolving claims or disputes. All images recorded are securely stored and managed internally by authorised members of staff. We will only share images with the Police if a request is made and deemed appropriate.

Our CCTV scheme is controlled by Millfields First School. For further information please contact the school office: office@millfields.worcs.sch.uk

Images are also captured as part of our Entry Management System. Images are used for safety/security purposes only.

**Information and Communication Technology (ICT) and Acceptable Usage**

We incorporate and encourage the use of technology, (iPads, desktop computers etc.) in lessons to support pupil learning in line with our curriculum. We recognise that the internet is a valuable learning resource and we allow pupils to use this supervised in class for research purposes. We also allow children to access the internet during ‘free time’. We expect all pupils to be safe and responsible when using technology in to protect themselves and others in school.

We have internet access using a Worcestershire County Council broadband server which has appropriate restrictions for our pupils.

We use online platforms such as ‘Purple Mash’ to support our curriculum. Children will have access to this software in school and can also access this at home via a username and password.

*I give permission for my child to:*

|  |  |
| --- | --- |
| access the internet whilst in school to support curriculum learning |  |
| access the internet during ‘free time’ |  |
| use appropriate software in school which supports my child’s learning and development (such as Purple Mash, NumBots, TTRS and other programs designed to support our curriculum). |  |

Please read and discuss with your child our Acceptable User Agreement / ICT rules as set out below:

**Acceptable Usage Agreement / ICT rules**

* I will ask my teacher / an adult if I want to use a computer or iPad
* I will only use ICT in school for school purposes
* I will take care of the computer and other equipment I may be using
* I will ask for help from my teacher / an adult if I am not sure what to do or if I think something is wrong
* I will turn off the screen if I see something that upsets me and report it to my teacher / an adult
* I know that if I break the rules I may not be allowed to use the computer / iPad
* I know that my ICT usage is monitored and checked and that my parent / carer will be contacted if a member of school staff are concerned about my ICT usage

I have discussed the Acceptable User Agreement / ICT rules with my child and we understand the importance of following these rules to keep ICT safe in school.

Childs name: …………………………………………………………………………………

Childs signature: ……………………………………………………………………………..

Parents Signature: …………………………………………………………………………..

Date:…………………………………It is important that your child is aware of our online safety and our ICT rules. If your child cannot write their name please support them in making an attempt. Thank you.

**Parent Consent Declaration**

I/we ……………………………………………………………….……..………………………… (print name/s),

have parental responsibility for ….……………………………………………………………… (child name)

and hereby confirm that the details provided within this form are correct to the best of my/our knowledge.

I/we will inform Millfields First School of any changes to personal, medical or contact details relating to my/our child as soon as possible as they may be needed in a medical emergency.

I/we understand the consent provided will remain valid for my/our child throughout their time at Millfields First School. I/we are aware that the permissions can be amended at any time by writing to the school office.

For more information on how we collect, store, use and where necessary share data please see our privacy notice which can be found on our school website.

Signed: …………………………………………………………………………………. Date: …………………

Signed: …………………………………………………………………………………. Date: …………………

For more information on how we collect, store, use and, where necessary, share data please see our privacy notice which can be found on our school website.

Please see a member of staff if you have any questions with regards to any aspect of this booklet.

Thank you.

Office use only: