

## Consent Information and Guidance

***Please read the following information and guidance, complete the consent form located on the back of the Admission Form and return to the Academy.***

### Biometric Information

In response to the legislation introduced May 2018 (General Data Protection Regulation), Ormiston Academies Trust is required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

Biometric information means the collection and use of an individual's unique physical and behavioural characteristics, such as fingerprint. This information can be used to uniquely identify an individual person to ensure appropriate security is granted to electronic systems.

#### **Parent/Carers**

As stated above, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the academy cannot collect or use his/her biometric information.

If you consent then you are authorising the academy to use your child's biometric information until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done in writing and sent to the academy. Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the academy.

## Careers Guidance

Ormiston SWB Academy is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

### Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Work place experience through the Year 10 Work Experience week
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

### Commitment

The academy is committed to all providing a planned programme of careers education, information and guidance for students in all years in partnership UCAS Progress. All students will leave the academy with the skills and knowledge required to support their entry to further education or employment. The academy actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year via the newsletter.

## Photography and videos parental/carer consent form for Ormiston SWB Academy.

This information explains the reasons why and how Ormiston SWB Academy **and the Trust** that manages us, **Ormiston Academies Trust (OAT)**, may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate by completing the consent form on pages 2 and 3.

### Why do we need your consent?

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child.

### Why do you we take and use photographs and videos of your child?

We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual pupils, the full name of the pupil **will not** be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

### Who else takes and uses images and videos of your child?

It is common for the school to be visited by local media/press and other approved organisations, who take photographs or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

### What are the conditions of use?

- This consent form is valid for the duration your child attends the school and for a period two years after a child leaves the school. If further use is required, consent will be required.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.
- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable).
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the **Principal via the school office**. A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

### Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed.

If you would like to withdraw your consent, you must submit your request in writing to the **Principal via the school office**.

**I understand:**

- Why my consent is required.
- The reasons why we take and use photographs and videos of my child.
- Which other organisations may take and use photographs and videos of my child.
- The conditions under which the school/OAT uses photographs and videos of my child.
- I have provided my consent above as appropriate, and the school will take and use photographs and videos of my child in line with my requirements.
- Photographs and videos of my child will be kept for two years after they have been produced, even if these include pupils that have left the academy. Additional permission will be sought if required for a longer period e.g. alumni.
- I will be required to refresh consent where any circumstances change.
- I can withdraw my consent at any time and must do so in writing to the **Principal via the school office**

## Privacy Notice for pupils (also provided to parents and carers)

### 1. Who we are

Ormiston Academies Trust is the organisation which is in charge of your personal information. This means they are called the **Data Controller**.

The postal address of the Academy Trust is:  
Ormiston Academies Trust  
Ormiston House  
144, Newall Street  
Birmingham  
B3 1RY

If you want to contact us about the data we control, please contact the **Data Protection Officer, Sonia Pressure**. She can be contacted via [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk) or on 0121 262 4725. If there are parts of this privacy notice that you do not understand, please contact your class teacher, who will be able to explain it to you.

### 2. What information do we collect?

This information will include your contact details; unique pupil number; emergency contact details; national curriculum assessment results; attendance information; any behaviour or exclusion information; where you go after you leave us, and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical or safeguarding information.

We will also use CCTV, photographs of you and video recordings. More details about this are in our photograph policy. These can be found on our Website. Most of the time we ask you for permission to use images of you for different situations. For the purposes of identifying, safeguarding and making sure that our academies can function we do keep individual pupil photographs on our academies management systems.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you/your parents to provide it, whether there is a legal requirement to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

### 3. How do we use your information?

The Trust and its academies collect and hold personal information relating to you and may also receive information about you from your previous school(s), local authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning;
- monitor and report on your learning, attainment and progress;
- provide appropriate care for you and keep you safe;
- assess and improve the quality of our services;
- comply with the law about sharing personal data;
- to support you in your transition to a post-16 provider of education or training;
- organise activities and other learning that may take place outside the academies' premises;
- for fundraising, promotional and marketing purposes.;
- to meet the statutory duties placed upon us by the Department for Education.

### 4. Who do we share your information with?

We are required, by law, under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass information about you to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may then be made available for use by the Local Authority for each of the Trust's academies.

For more information about data collections and the DfE, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may also share information about you, that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it. Some of this information is then stored in the National Pupil Database.

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to National pupil database: user guide and supporting information - GOV.UK.

The department may share information about you from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The Department has secure processes in place to ensure the confidentiality of your data is maintained and there are strict controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties have a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested;
- the arrangements in place to store and handle the data.

To be given access to your information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

We will also disclose your personal data to:

- Your new school if you move from the academy
- School nurse and NHS
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Careers advisors
- Data processors working under data sharing agreements with the Trust, such as ICT suppliers
- Disclosures connected with Special Educational Needs support
- Disclosures connected with safeguarding issues/concerns
- Post-16 education and training providers

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Once you reach the age of 13, the law requires us to pass on certain information to the local provider of Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers
- NHS and health agencies

A parent / guardian can request that only their child's name, address and date of birth be passed to the local provider of Youth Support Services in your area by informing the relevant academy's Data Protection Lead. This right is transferred to you when you reach the age 16.

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

We will not give information about you to anyone without your consent, unless the law and our policies allow us to do so. If you want to receive a copy of the information, about you, that we hold, please contact your academy Data Protection Lead.

We will also normally give information about you to your parents or your main carer. Where appropriate and where the law allows, we will listen to your views first. We will also take family circumstances into account, in particular where a court has decided what information a parent is allowed to have.

## **5. Why do we collect, process or share your information?**

When we collect, process or share your information, as detailed above, it is lawful for at least one of the following reasons:

- The Academy Trust is under a legal obligation to collect your information and share it so that we meet legal requirements imposed upon us such as our duty to look after you and protect you from harm.
- It is necessary for us to disclose your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information.
- It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.
- We will not usually need to ask if we can use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your permission then we will explain to you what we want to do and ask you for consent. This is most likely to be when involved in activities which are not really part of our job as an Academy Trust / School but we because we think it would benefit you, such as extra-curricular clubs. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision. By law we won't always need their consent, if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

## **6. How long do we store your information?**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it in the documents and policies section of the Ormiston Academies Trust website [http://www.ormistonacademiestrust.co.uk/documents\\_and\\_policies](http://www.ormistonacademiestrust.co.uk/documents_and_policies) or ask for a copy at reception.

## **7. What are your rights?**

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy, that can be found in the documents and policies section of the Ormiston Academies Trust website;  
[http://www.ormistonacademiestrust.co.uk/documents\\_and\\_policies](http://www.ormistonacademiestrust.co.uk/documents_and_policies) or you can ask for a copy at your academy's reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.



## Technology acceptable use agreement - KS3, KS4 & KS5 Pupil

**Name of academy: Ormiston SWB Academy**

Please read this document carefully with the pupil and sign below to show you agree to the terms outlined.

Digital technologies have become integral to the lives of children and young people, both within and outside of the academy. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and foster an awareness of context to promote effective learning. Young people have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational and personal use.
- that the academy systems and users are protected from accidental or deliberate misuse that could compromise the security of the IT systems
- that students have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use the academy's systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### For my own personal safety:

I understand that the academy will monitor my use of the systems, devices and digital communications.

- I will keep my username and password safe and secure.
- I will not share it, nor will I try to use any other person's username and password.
- I understand that I must not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will never arrange to meet anyone that I have communicated with on-line other than my family or a close friend. If anyone asks to meet me, I will inform an adult immediately.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line.

#### I understand that everyone has equal rights to use technology as a resource and:

- I understand that the academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for anything other than education and learning.

#### I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

#### **I recognise that the academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy. Therefore:**

- Unless permitted by the principal I will not bring a mobile phone into school. If I bring a mobile phone to school for use on the way to or from school, I will follow the academy's guidelines as to what is required.

- I will not use personal USB devices unless permitted by the principal and will follow any rules regarding its use.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs) I will inform a member of staff immediately.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in academy time or on academy premises unless permitted to do so by the principal.

**When using the internet for research or recreation, I recognise that:**

- I must ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not make any attempt to circumvent or compromise the academy's security systems or to cause malicious harm. If I am aware of any such activity, I will inform a member of staff immediately. This includes proxy bypass, cyber attacks to and from the academy, spyware, ransom ware, etc.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the academy systems and devices.

## Sex and Relationships Education

We have based our Academy's sex and relationships policy on the DFE guidance document Sex and Relationship Education Guidance (ref DfE 0116/2000).

In this document, SRE is defined as 'learning about physical, moral and emotional development. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health'. However, care needs to be taken to ensure that there is no stigmatisation of young people based on their home circumstances.

Sex and relationships education is part of the personal, social and health and citizenship education curriculum in our academy. While we use sex and relationships education to inform young people about sexual issues, we do this with regard to matters of morality and individual responsibility, and in a way that allows young people to ask and explore moral questions.

We do not use sex and relationships education as a means of promoting any form of sexual orientation.

### **Aims and Objectives**

We teach young people about:

- The physical development of their bodies as they grow into adults;
- The way humans reproduce;
- Contraception, safer sex and family planning;
- Sexual health and sexually transmitted infections (STIs) including HIV/AIDS;
- Respect for their own bodies and the importance of sexual activity as part of a committed, long-term, and loving relationship;
- The importance of family life;
- Moral questions including abortion and domestic violence;
- Relationship issues including sexual orientation;
- Respect for the views of other people;
- Sexual abuse;
- Where to seek help and advice.

## Consent for visits and other off-site activities

Ormiston SWB Academy is committed to providing all students with the opportunities to learn and develop through participation in school visits and other off-site activities. By giving your consent you are agreeing to your child:

- Taking part in local visits and other activities that take place off academy premises.
- Being given first aid or urgent medical treatment during any academy visit or activity.

Please note:

1. That the visits and activities covered by this consent include:
  - Off-site sporting fixtures during and outside the academy day.
  - Visits to local venues e.g. colleges and libraries.
  - Performance events to local venues.
  - You can, if you wish, tell the academy that you do not want your child to take part in any particular academy visit or activity.
  - Written parental consent will not be requested from you for those off-site activities listed in 1. We will however seek separate permission for any visits that are residential or not local or for which we ask for a contribution towards the cost.
  - 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 visits/activities.
  - It is your responsibility to keep us informed of any changes that we should be aware of regarding your child's health. You must also keep us updated with new contact details.