

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

Biometric information is information that can be used to identify a person, for example, their fingerprint. The academy would like to use this information so your child is able to access our library facilities and our cashless cafeteria. The information will be used as part of an automated biometric recognition system. This system will take a template of your child's fingerprint but **WILL NOT STORE THE CHILD'S FINGERPRINT**. The template is what will be used to permit your child to access our academy services.

The academy is bound by specific legal requirements when using biometric information, about children. For example:

- The academy cannot use the information for any purpose unless it is made known to the parents.
- The academy must ensure that the information is stored securely
- The academy must tell you what it intends to do with the information.
- Unless the law allows it, the academy cannot disclose personal information to another person/body.

Providing your consent/objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent of a child and get written consent of at least one parent before being able to use a child's biometric information.

You and your child have the right to object to the use of their biometric information and the academy would therefore not collect or use the information on the automated recognition system. If consent is given by one parent and the other parent objects in writing, the information will not be collected from your child. Previously given consent can be withdrawn at any time.

Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used.

If your child objects they do not need to do this in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The academy is happy to answer any questions you or your child may have by contacting Mr A Lampitt, Business Manager, with any questions you may have.

If you do not wish for your child's biometric information to be used by the academy, or your child objects to such processing, the academy will provide reasonable alternative arrangements for pupils who are not going to use the automated system to pay for academy meals.

Please note that, when your child leaves the academy or ceases to use the biometric system, their biometric information will be securely removed in line with the academy's Record Retention policy.

Please complete the form below to confirm if you do or do not consent to the collection and use of your child's biometric information and return it to 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 **the school** and **the sponsor*** 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 consent to take and use photographs and videos for a variety of different purposes. Without consent, we will not take and use photographs and videos of your child. If your child is over the age of 12 and considered to have the capacity to understand the decision they are making, we will obtain consent directly from them.

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 current academic year.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- Consent can be withdrawn at any point, in writing.
- 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).
- **office**

There may be other situations where we need to obtain consent from you/your child, such as where we use communication aids or secure online assessment and home-school communication tool where you/your child may appear in a photo or video that is shared on another child's timeline.

Refreshing your consent

This form is valid for the current academic year. It will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil photographs and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to 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.
- Which other organisations may take and use photographs and videos of me/my child.
- The conditions under which the school/sponsor uses photographs and videos of me/my child.
- I have provided my consent above as appropriate, and the school will take and use photographs and videos of me/my child in line with my requirements.
- Photographs and videos of me/my child will be kept only for the duration of their time at the school. Additional permission will be sought if required for a longer period e.g. alumni.
- I will be required to refresh consent annually and 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)

This privacy notice has been written to inform parents/carers and pupils of Ormiston Academies Trust (OAT) about how and why we process their personal data.

Who are we?

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are:

dpo@ormistonacademies.co.uk

1 Victoria Square
Birmingham
B1 1BD

*Please ensure you include the name of the school in all correspondence with the DPO where appropriate.

What information do we collect and why do we require it?

The categories of information that we collect, hold and share include the following:

- personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- educational achievement
- free school meal eligibility
- attendance information
- assessment information
- behavioural information
- safeguarding information

We will also process certain 'special category' data about our pupils including:

- relevant medical information - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- if they are looked after by their local authority
- Special Educational Needs and Disabilities information
- race, ethnicity and religion
- at relevant schools, biometric data e.g. digital finger scans.

The trust will ensure that this data has extra protection to ensure against accidental loss or destruction.

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil achievement
- to provide appropriate pastoral and welfare care
- to assess the quality of our services

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents/ carers). We will also process information received from:

- Department for Education (DfE)

- local authorities
- previous schools attended
- National Health Service bodies
- private fostering agencies.

Who do we share your personal data with?

Your name, contact details, and address will be held at individual school level so that we can contact you and also easily identify you should you contact us. Employees of the trust may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that employees do not use your data for their own personal benefit. Only employees of the school which you or your child attends will have routine access to your information. On some occasions attendance and family support services and "back office" functions, such as administration, may be shared across the trust in order to provide a more efficient service to you in which case other employees in the trust may have limited access to your personal information. Our appointed governors and directors/trustees may also require your personal data for the governing of the school and trust. Personal data will only be disclosed to these individuals if there is a legitimate governing purpose to do so.

Third Party Processors - In order to deliver the best possible service the trust often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the trust does use a third party organisation it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

Other Organisations - Occasionally the Trust is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the trust to do so. For example, the trust may need to share information with the police to help prevent or detect a crime. The trust may not have to tell you if we do share with other organisations.

We routinely share pupil information with:

- Department for Education (DfE)
- local authorities
- schools that pupils attend after leaving us
- National Health Service bodies
- if relevant, exam boards and testing agencies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>. We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

Internal Compliance Functions - The trust's internal auditors, data protection officer, health and safety advisers, insurers and external auditors may also have access to your personal data in order to complete their work.

Secondary schools only: Once our pupils reach the age of 13, we also pass information to the local authority and/or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes names and addresses of pupil and parents/carers, pupil date of birth and any other information necessary for the provision of the service including gender or ethnicity. A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16. For more information regarding services for young people please visit the relevant local authority's website.

Do you transfer my data outside of the UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access. If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

How long do we keep your personal data for?

We will keep your data in line with our Records Retention Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What is our lawful basis for processing your personal data?

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) includes but is not limited to:

- Education Act 1944,1996,2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, includes:

- school trips
- before and after school provision
- extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: dpo@ormistonacademies.co.uk.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow Cheshire

SK9 5AF

casework@ico.org.uk | 0303 123 1113

Technology acceptable use agreement – Secondary

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 understand that I am responsible for my actions, both in and out of the academy:

- I understand that the academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the academy (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the academy network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the Academy admissions form or next page (if applicable) 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 academy technology, systems and equipment.

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.