



fair processing & data collection

Guide to Parent/Carer Consent & Data Processing

A guide to consent, how we use it and who we share it with



what is this booklet about?

Crofton Academy, like all schools, is required by law to collect and store data about its pupils. By asking you to complete the necessary forms before your child comes to school in September, we hope to have all the information in place which will enable their transition to this school to be as seamless as possible. It will also ensure that we have emergency contact details and important health information to help us provide the best possible care for your child.

It is hoped the information contained in this booklet will simplify the information we require and explain why we need it. It is information that we are required by law to give you in advance of collecting your data. The information and consent forms are now in two separate booklets so you can keep the information and return the forms to us separately.

Once you have had chance to read and digest all the information supplied in this pack we require back the following:

1. Data collection sheet - updated and amended if necessary
2. Consent booklet (dark blue cover) with sections completed as appropriate
3. Care plan fully completed if your child has a medical condition
4. Uniform order if you wish to pre-order uniform

All of the information enclosed in this pack is on the school website: www.croftonacademy.org.uk - Parents - Transition into Year 7.

If you have any queries or wish to discuss any of the issues contained within this booklet, please do not hesitate to contact us and we will be happy to answer any questions.

Please check the contents below to make sure you have everything you need:

CONTENTS

- | | |
|---|-------------------------------------|
| ▶ Fair Processing & Data Collection Information | <input checked="" type="checkbox"/> |
| ▶ Consent Booklet to be completed | <input type="checkbox"/> |
| ▶ Uniform Information & Guidance Booklet | <input type="checkbox"/> |
| ▶ Uniform Order form | <input type="checkbox"/> |
| ▶ First Aid & Medication in School Booklet | <input type="checkbox"/> |
| ▶ Care Plan to be completed | <input type="checkbox"/> |

fair processing notice - layer 1

Why we need the data and what we do with it - the legalities

FAIR PROCESSING NOTICE 2013 LAYER ONE

CROFTON ACADEMY processes personal data about its pupils and is a “data controller” in respect of this for the purpose of the Data protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care; and
- assess how well the school is doing as a whole.

The data collected, stored and processed includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Standards and Testing Agency, Ofsted, the Skills Funding Agency, Education Funding Agency, the Department of Health (DH), and other appropriate local health authority trusts as well as organisations that require access to data in the Learner Registration System as part of the Managing Information Across Partners (MIAP) programme and Connexions. All these are data controllers in respect of the data they receive and are subject to the same legal restraints in how they deal with data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make a subject access request if they wish. A parent/guardian would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the school website (www.croftonacademy.org.uk) or for those pupils/parents/guardians where this is not practical, a hard copy can be obtained from school.

For pupils age 13 years and over, the school is legally required to pass on certain information to Connexions on request. Connexions are the Government’s support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent/guardian, and any further information relevant to Connexion’s role. However, parents/guardians or pupils themselves if aged 16 or over, can ask that no information beyond their name and address (for pupil and parent/guardian), be passed onto Connexions. **If as a parent/guardian or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive information from school beyond the name and address, then please contact school.**

You attention is drawn to Layer 2 of this Fair Processing Notice, which is available on the school website (www.croftonacademy.org.uk) which gives supplementary information about the processing of pupil data by the organisation mentions above and gives greater details of how the pupil data is processed and the rights of parents/guardians and pupils.

paracetamol

Please see our additional booklet “guide to emergency care in school” enclosed in the induction pack

The Academy has adopted an “**Emergency Care in School**” Policy. We provide first aid cover throughout the day, and pupils who have accidents or who are ill should visit the first aid room where they will be seen by a qualified first aider. Any decision about further recommended treatment or actions to be taken will be made by a member of the first aid team and pupils should not contact parents/guardians directly; contact must be made by a member of staff to ensure pupil safety and wellbeing.

It is important that parents/guardians are aware that staff are not medically trained; we are not therefore able to provide a consultation service for general illness. If a child arrives at the school ill we will endeavor to keep them in school or call for someone to collect them if we deem them unfit. It is therefore essential that we are kept informed of all changes to contact telephone numbers.

We are able to administer paracetamol in the event your child presents with headache, earache or toothache, **provided** parents/guardians have given appropriate consent. We will not give paracetamol before 10am or after 2pm, allowing for them to have taken medication at home or to take medication when they leave the premises.

Additionally, prescription medicines will only be administered with appropriate consent and appropriate pharmacy labeling on the medication. Single tablets/blister packs will not be accepted and all medication needs to be supplied in the original medication box and a form must be completed at reception.

For a copy of the **Emergency Care in School Policy** please contact Main Reception or alternatively it is downloadable from our website www.croftonacademy.org.uk.

Care Plans

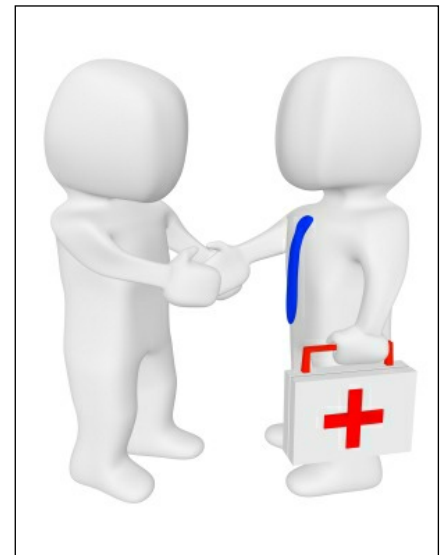
If your child has a known medical condition please ensure you have completed the Pupil Care Plan in the induction pack. We need to know if your child has an on going chronic medical condition or anything else that we need to be aware of to ensure they receive the best care.

Ibuprofen

We cannot administer Ibuprofen unless it has been prescribed by a doctor or dentist and is in a pharmacy-labelled packaging. This include FenPaed and the reason is that it can lead to allergic reactions.

Other Medication

Medications should be brought into reception in their pharmacy-labelled or over the counter original packaging. A form will need to be completed and signed by a parent/guardian. We cannot accept loose tablets or blister packs that have been taken out of their original packaging.



biometrics

New legislation in 2013 means we are required to obtain consent to using your child's biometric fingerprint

The School currently operates a cashless transaction system to enable pupils to purchase school meals; this is a system we have run successfully for a number of years.

Under the new Protection of Freedoms Act 2012 (Sections 26 to 28) which came into effect in September 2013, we are required to obtain the written consent of at least one parent before using a child's biometric information for this automated system, despite the fact we have been running this system successfully for a number of years.

Biometric information in this instance is a fingerprint. The school will take and use information from your child's fingerprint and convert it into a unique code which is then stored on the computer system. An image of your child's fingerprint is **not** stored.

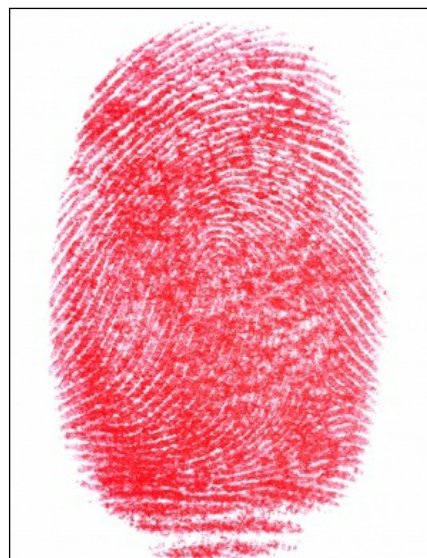
Further information and details about the relevant legislation covering biometric recognition systems are available on our website: www.croftonacademy.org.uk.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide a reasonably alternative arrangement. A card reader where children can input their lunch money will be provided. Data will be collected to identify each child, but this will not be biometric data and is governed by the Data Protection Act 1998.

Please note that if your child leaves the school, or if for some reason they cease to use the biometric system, their biometric data will be securely deleted.

If you consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to school, or alternatively withhold consent by writing to me at Crofton Academy, High Street Crofton, Wakefield, WF4 1NF. We would ask that you return this form to us before school begins in September.

The school is also happy to answer any questions you or your child may have.



use of images

At Crofton Academy we take the issue of child safety very seriously, and this includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

Any use of public images at Crofton Academy is underpinned by our school's continued awareness of pupil safety and as such pupils are not identified when photos are used externally (i.e. school prospectus/website). In the event, and rare occasion we are asked to provide names (i.e. by local press) we will contact you individually at the time.

Since September 2014 the school has had a Facebook page and Twitter feed and the use of this social media is now increasing. As yet we have not used pupil images on the sites but this is something we would like to do. Again your child will not be identified and on the consent form there is an opportunity for you to strike out this part of the consent if you would rather we didn't use your child's photo for this media. We fully understand that some parents do not wish their children to have access to Facebook and Twitter and we respect that it would not be appropriate for us to use those pupil's photos.

Photos and digital images will appear on Crofton Academy printed publications and/or on the school website and may also be used and distributed by other media, such as CD-ROM as part of the promotional activities of the school.

Prospectus

Images are used in the school prospectus and on policy documents which are published documents and are the public face of the school.

Website

The website is the window into school and enables people to find out who we are and what we do. This is a crucial tool for us to communicate with parents and friends of the school as well as a vital source of pupil learning and revision materials.

Other Forms of Advertising

Hopefully you will have seen our billboards advertising open evening. Whilst we hold consent to publish the photos of those pupils shown on these displays, we have asked for special permission to use them for this purpose. No one wants the shock of their child 20 foot tall at the side of the road!

Crofton Academy
Specialists in Maths & Computing

**THURSDAY 25
SEPTEMBER 2012**

SAMPLE

**COME SEE FOR
YOURSELF WHY OFSTED**

OPEN EVENING

Crofton Academy, High Street, Crofton, Wakefield WF4 1NF
www.croftonacademy.org.uk

Parentmail communication

For the past number of years we have used ParentMail® to help us improve communications between School and Home. ParentMail® has also helped us reduce costs whilst considering the environmental impact associated with the amount of paper and photocopying involved in sending letters home, 98% of parents/guardians are now registered for email/text correspondence.

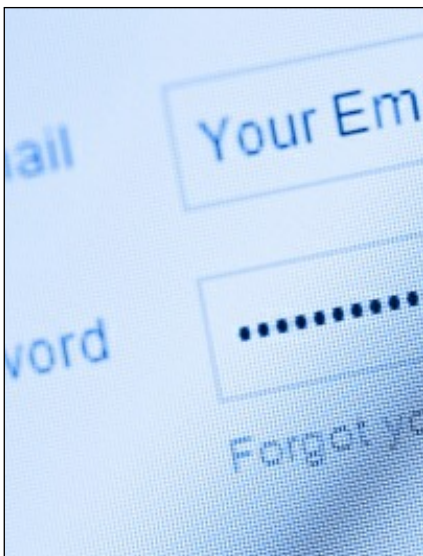
ParentMail® has been beneficial because:

- electronic letters go home reliably and are not stuck in a school bag
- you will quickly know about important or urgent messages
- we can let you know more about what's going on at school, we can calendar important events
- we can produce more informative and longer newsletters in PDF format

Needless to say there has been a cost saving with the reduction in paper, printing and photocopying costs as well as postage, and has drastically reduced our carbon footprint.

To use ParentMail® we need to collect your email addresses and correct mobile numbers and we would ask you to complete the details form and return it to school. Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Please note that when we start using ParentMail®, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.





CROFTON ACADEMY
High Street Crofton Wakefield WF4 1NF
Tel: 01924 862985 Fax: 01924 865985
www.croftonacademy.org.uk