

PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION

Information booklet for parents of students attending Bridgnorth Endowed School

Please find within this booklet relevant policies, information and guidance that you may find useful and relevant to the consent forms within the Student Registration Form.

Please retain these pages for your information when returning your Student Registration Form.

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Privacy Notice for Parents / Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

We, Bridgnorth Endowed School are the 'data controller' for the purposes of data protection law.

Our data protection manager is Susan Underhill (see 'Contact us' below)

Our data protection officer is Susan Wright, Information Governance, Telford & Wrekin Council.

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination qualifications, internal examinations – data captures and where applicable examination dispensations.)
- Relevant medical information
- Special educational needs information
- Exclusions and behavioural information and other conduct information
- Post 16 learning information (such as destination data, learning plans)

Why we collect and use this information

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure the safeguarding of students

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

We confirm that we operate under the following regulations:

1. Article 6 of the General Data Protection Regulations.

Processing shall be lawful only if and to the extent that at least one of the following applies:

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

2. Article 9 of the General Data Protection Regulations.

Processing shall be lawful only if and to the extent that at least one of the following applies:

- a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the

members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

- e) processing relates to personal data which are manifestly made public by the data subject;
- f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

3. The Education Act 1996 - (Departmental Censuses on behalf of the Department for Education)

We collect and use student information under the submission of the school census returns, including a set of named student records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or student consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to students
- helps to ensure that returns are completed by schools

Collecting this information

While most of the information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow the [Information and Records Management Society's toolkit](#) for schools which sets out how long we keep information about students.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Student Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Shropshire Local Authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Students aged 16+

We will also share certain information about students 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

For more information about services for young people, please visit our local authority website.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection manager of the school. If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection controller.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection manager:

Susan Underhill, Director of Business & Finance, Bridgnorth Endowed School.

sunderhill@bridgnorthendowed.co.uk Tel No: 01746 762103

Susan Wright, Data Protection Officer, Telford & Wrekin Council

Susan.wright@telford.gov.uk Tel No: (01952) 382549

Secondary Student Acceptable ICT Use

Agreement/E-safety Rules

When I use the school's ICT facilities (like computers and equipment) and get on the internet in school, I:

- Will not use them without asking a teacher first, or without a teacher in the room with me
- Will not use them to break school rules
- Will not go on any inappropriate websites
- Will not go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)
- Will not use chat rooms
- Will not open any attachments in emails, or click any links in emails, without checking with a teacher first
- Will not use mean or rude language when talking to other people online or in emails
- Will not share my password with others or log in using someone else's name or password
- Will not bully other people
- I will only use my school e-mail address.
- I will not download software to school systems.
- I will not share my passwords and will change them regularly.
- I will comply with the school's ICT security system.
- I will be responsible and sensible about ICT communications with pupils, teachers and other staff.
- I will be responsible for my online behaviour, including the use of resources and language used.
- I will not download, browse, upload or forward illegal or offensive material. If I come across this material, I will report it to my teacher immediately.
- I will not share my own or other people's personal information like name, phone or address details, or arrange to meet somebody unless it is part of a school project approved by a teacher.
- Images of pupils and staff taken, stored and used in line with school policy, should not be distributed outside the school without the permission of the person involved and checking that parental permission has been gained.
- My online activity, both within and outside school premises, will not cause distress to my school, or to staff or pupils.
- I will not deliberately upload images, text, audio, video or any other content which may cause offense to members of the school community.

- I will not attempt to infiltrate the school's internet system.
- I will respect the privacy and ownership of other's work.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.
- I understand my internet use can be monitored and the information made available to my teachers.
- I understand these rules are designed to keep me safe and that, if violated, school sanctions will be applied and my parent/carer may be contacted.
- I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.
- I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.
- I will always be responsible when I use the school's ICT systems and internet.
- I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Biometric Information

At Bridgnorth Endowed School, we use information about our students as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of catering, library and printing access. The information we use is referred to as 'biometric information' (explanation below). The use of a biometric system enables efficient and effective services to be in place for both the catering and library functions of the school.

Under the new Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric Information and how it will be used

Biometric Information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. Bridgnorth Endowed School would like to continue to use information from your child's fingerprint and use this for the purposes of providing your child with access to the library, catering and printing facilities of the school.

This information is used as part of an automated biometric recognition system. This system takes measurements of your child's fingerprint and converts these into a template stored on the system. An image of your child's fingerprint is not stored. This template (i.e. measurements taken from your child's fingerprint) will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- a) The school cannot use the information for any purpose other than those for which it was originally obtained and made known to parents i.e. as stated above;
- b) the school must ensure that the information is stored securely;
- c) the school must tell you what it intends to do with the information;

- d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person / body that the school wishes to share the information with is Nationwide Retail Systems, Micro Librarian Systems and printing providers. This is necessary in order to manage the system and will be handled under the guidelines of the data protection act.

Providing your consent / objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his / her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken / used. His / her objection does not need to be in writing.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access the library, catering and printing facilities. There are alternative arrangements in place that work effectively for the catering and library provisions.

If you give consent to the processing of your child's biometric information please tick the appropriate box on the Consent Pro-forma.

Please note that when your child leaves the school, or if some other reason he / she ceases to use the biometric system, his / her biometric data will be securely deleted.

Use of images

Photographs / videos are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs / videos for a number of reasons whilst your child is with us including:

- Documenting and recording education activities
- Recording their learning and development progress
- Recording special events and achievements

Bridgnorth Endowed recognise that with the increase use of technologies, particularly digital and online, the potential for misuse has become greater and we understand that this can give rise to concern. We have put in effective safeguards to protect children and young people by minimising risk in the following way:

- a) Images or videos that include students will be selected carefully when used online and will not provide material that could be reused.
- b) Student's full names will not be used in association with photographs.
- c) The school will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.
- d) The school will only use images of students who are suitably dressed.
- e) Students' work will only be published with their permission or their parents' consent.
- f) All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- g) Only official school owned equipment will be used by staff to capture images of students for official purposes. Use of personal equipment is prohibited unless permission is granted by the Data Controller.
- h) Any apps, websites or third party companies used to share, host or access students' images will be risk assessed prior to use. The school will ensure that images are held in accordance with the Data Protection Act and suitable child protection requirements (if necessary) are in place.
- i) Careful consideration is given before involving very young or vulnerable students when taking photos or recordings, who may be unable to question why or how activities are taking place.
- j) The school will discuss the use of images with students in an age appropriate way.
- k) Images will not be taken of any student against their wishes. A student's right not to be photographed is to be respected.
- l) Photography is not permitted in sensitive areas such as changing room, toilets, swimming areas etc.

Please refer to the full Use of Images Policy and Guidelines document for further information.

Use of mobile phones by pupils

Mobile phone rules

Pupils are allowed to bring mobile phones into school. If they choose to bring a mobile phone into school it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises. It is not acceptable for phones merely to be put on silent or pager mode.
- The phone must be kept out of sight at all times.
- No pupil may take a mobile phone into a room or other area where examinations are being held.
- The security of phone will remain the pupil's responsibility in all lessons including PE/gym lessons.
- If asked to do so, content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher.

Pupils are not allowed to wear smartwatches at school, and they should not therefore bring one with them at all. If pupils are seen with a smartwatch during the school day, then the same sanctions will apply as set out for mobile phones (see below).

Unacceptable use

The school will consider any of the following to be unacceptable use of the mobile phone and a breach of the school's behaviour policy resulting in sanctions being taken:

- General disruption to learning caused, for example, by mobile phones making a noise or by pupils accessing phones in lessons.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Photographing or filming staff or other pupils without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and similar areas.
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
- Using a mobile phone outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'.

Sanctions

Pupils and their parents should be very clear that the school is within its rights to confiscate mobile phones where the guidelines have been breached.

The school also has the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows the school to search a pupil's phone if there is reason to believe that the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

In the event that a pupil infringes the rules set out in this policy we will follow the following process:

- On the first infringement of this policy, the mobile phone will be confiscated by a member of school staff and taken to the school office. The mobile phone will be returned to the pupil at the end of the school day, and the pupil will be warned that any further infringement will result in their mobile phone being confiscated and a request made that the mobile phone is collected by a parent or carer. A record will be made of the incident. On the occasion of a first confiscation, but where there are aggravating factors such as rudeness on the part of the student, the imposition of an additional sanction will be considered.
- On the second infringement, the mobile phone will be confiscated by a member of school staff and taken to the school office, where it will be securely stored. Parents/carers will be informed of the situation and a request will be made that the phone is collected by a parent or carer.
- On the third or subsequent infringement, the mobile phone will be confiscated by a member of school staff and taken to the school office, where it will be securely stored. Parents/carers will be informed of the situation and a request will be made that the phone is collected by a parent or carer. An after-school detention with a member of the Extended Senior Leadership Team will be imposed. Parents and the pupil will be given 48 hours' notice of this detention. The pupil's repeated infringements will be discussed with the parent and a decision will be made by the school whether or not to withdraw the agreement to allow the student to bring the phone into school.

In addition:

- If a pupil refuses to hand over their mobile phone to a member of school staff, then a senior leader will be notified. The senior leader will request that the mobile phone is handed over. If the pupil refuses to hand over their mobile phone, they will be escorted by the senior leader to the Internal Exclusion Room (IER) and will remain there until they hand over their mobile phone to a member of school staff. Once the mobile phone has been handed in the pupil will be issued with an after-school detention and will return to their lesson. If a pupil fails to hand over their mobile phone before the end of the school day, they will return to the IER the following day and will remain there until they hand over their mobile phone.
- If a mobile phone has been confiscated and the parent or carer fails to collect the mobile phone after a period of five school days following the day the mobile phone was confiscated, it will be returned to the student with a warning of the implications of a further breach of rules.
- For repeated offences, pupils may be required to hand in their mobile phone at the beginning of the day and collect it at the end of the day for a fixed period of time.
- Serious breaches in conduct, particularly involving bullying, will be dealt with by a senior leader or another suitable senior member of staff. In such cases, parents/carers will always be notified. The sanctions for more serious incidents will vary and will depend on the circumstances, the offence, and the degree to which trust has been breached.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Paracetamol

As a school we carry a small amount of paracetamol, which can be administered to students suffering from headaches, toothache, earache, period pain and to relieve mild cold symptoms.

In order to be able to give paracetamol to students during the day, we need written permission. Only 1 tablet will be dispensed at any one time, we will note the reason, time and dose administered.

Please tick the appropriate box on the consent form within the student registration form.

Upon registration to the school this authorisation will continue until your child leaves.

Parents must advise the school if there is a change in their child's circumstance.

ALL POLICIES CAN BE FOUND ON THE POLICIES PAGE OF THE SCHOOL WEBSITE