

PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION

Policy Booklet for Parents and Carers 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

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Who collects this information

Bridgnorth Endowed School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

We may collect, store and use the following categories of personal information about you:

Categories of pupil information we collect, process, hold and share

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities, and images captured by the school’s CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Financial details;

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How we use your personal information

We hold pupil data and use it for:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
- To provide support to pupils after they leave the school.

The lawful bases on which we use this information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as [e.g., Renaissance] and
- The Local Authority.
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;
- Other schools within the Trust;

Recently the Department for Education have requested more regular data sharing on pupil attendance to help support those vulnerable and to assist with intervention strategies. Further information on how the Department for Education collects this data will be made available on the school website.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

We do not share information about our pupils with anyone without consent unless otherwise required by law.

Why we share this information

For example, we share students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Storing pupil data

The school keeps information about pupils on computer systems and sometimes on paper.

Except as required by law, the school only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy, this can be found in the main school office.

Automated decision-making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Retention periods

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Information about how we retain information can be found in our Data Retention policy. This document can be found in the main school office.

Security

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used or accessed in an unauthorised way).

Youth Support Services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to 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.

We must provide the pupils name, the parents name(s) and any further information relevant to the support services role.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

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.

Pupils aged 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

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

The National Pupil Database

The 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, visit: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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 robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to 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: and
- The arrangements in place to store and handle the data

To be granted access to pupil 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>

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact Susan Underhill, Director of Business & Finance.

Requesting access to your personal data

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you want to request information, please see our Subject Access Request policy, for the procedures we take.

Right to withdraw consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Susan Underhill, Director of Business & Finance. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Susan Underhill, Director of Business & Finance in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Susan Underhill, Director of Business & Finance, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Secondary Student Acceptable ICT Use

Agreement/E-safety Rules

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

- I will not use them without asking a teacher first, or without a teacher in the room with me
- I will not use them to break school rules
- I will not go on any inappropriate websites
- I will not go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)
- I will not use chat rooms
- I will not open any attachments in emails, or click any links in emails, without checking with a teacher first
- I will not use mean or rude language when talking to other people online or in emails
- I will not share my password with others or log in using someone else's name or password
- I 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

What is biometric data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns and hand measurements.

All biometric data is considered to be special category data under the UK General Data Protection Regulation (UK GDPR). This means the data is more sensitive and requires additional protection as this type of data could create more significant risks to a person's fundamental rights and freedoms.

This policy complies with The Protection of Freedoms Act 2012 (sections 26 to 28), the Data Protection Act 2018 and the UK GDPR.

What is an automated biometric recognition system?

An automated biometric recognition system uses technology which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e., electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual.

The legal requirements under UK GDPR

'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it.

As biometric data is special category data, in order to lawfully process this data, the school must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the school rely on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained using the consent form(s) in the attached appendix.

The school process biometric data as an aim to make significant improvements to our canteen and lunch facilities. This is to ensure efficiency, to do away with the need for swipe cards and cash being used, to safeguard the children.

Consent and withdrawal of consent

The school will not process biometric information without the relevant consent.

Consent for pupils

When obtaining consent for pupils, both parents will be notified that the school intend to use and process their child's biometric information. The school only require written consent from one parent

(in accordance with the Protection of Freedoms Act 2012), provided no parent objects to the processing.

If a parent objects to the processing, then the school will not be permitted to use that child's biometric data and alternatives will be provided.

The child may also object to the processing of their biometric data. If a child objects, the school will not process or continue to process their biometric data, irrespective of whether consent has been provided by the parent(s).

Where there is an objection, the school will provide reasonable alternatives which will allow the child to access the same facilities that they would have had access to had their biometrics been used.

Pupils and parents can also object at a later stage to the use of their child's/their biometric data. Should a parent wish to withdraw their consent, they can do so by writing to the school at info@bes.318education.co.uk requesting that the school no longer use their child's biometric data.

Pupils who wish for the school to stop using their biometric data do not have to put this in writing but should let Mrs Susan Underhill know.

The consent will last for the time period that your child attends the school (unless it is withdrawn).

Retention of biometric data

Biometric data will be stored by the school for as long as consent is provided (and not withdrawn).

Once a pupil leaves, the biometric data will be deleted from the school's system no later than 72 hours.

Storage of biometric data

At the point that consent is withdrawn, the school will take steps to delete their biometric data from the system and no later than 72 hours.

Biometric data will be kept securely and systems will be put in place to prevent any unauthorised or unlawful access/use.

The biometric data is only used for the purposes for which it was obtained and such data will not be unlawfully disclosed to third parties.

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. This biometric information will be used by the school for the purpose of charging for school meals.

In signing this form, you are authorising the school to use your son/daughter's biometric information for this purpose until he/she either leaves the school or ceases to use the system.

If you wish to withdraw your consent at any time, this must be done so in writing and sent to Mrs Susan Underhill. Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school no later than 72 hours.

Please note that pupils can object or refuse to allow their biometric data to be taken/used and if they do this, we will provide them with an alternative method of accessing relevant services. This

will be discussed with you or your child (depending on their age and their understanding of their data rights) within school. However, we would encourage you to also discuss this with your child at home to ensure that they are aware of their right to refuse or to change their mind at any time.

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