



Parental Consent Guidance

Data Protection: Poltair School is registered as a data controller and processor, as part of Cornwall Education Learning Trust (CELT). The Trust aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 as set out in the Data Protection Bill. The information that you provide will be maintained on the School's database, which is subject to strict controls and no unauthorised person has access. Poltair School is required to share some information with the Local Authority and with the Department for Education.

The CELT Data Protection Policy and Privacy Notice are available on the CELT website (<https://www.celtrust.org/web/policies/648328>) or from Poltair Reception.

➤ Local Off-Site Trips and Activities

This consent covers all local off-site activities and visits that your child may take part in during their time at Poltair School. These visits may include short journeys on foot or in vehicles, and some may continue beyond the school day. *Please note that these types of trips and activities do not include any adventurous activities or overnight stays - a separate specific consent form would be sent out for any such activities.*

The trips and activities covered by this consent typically include:

- All local visits which take place as part of the normal school programme
- Any local visits which take place in the holidays or at a weekend
- All off-site sporting fixtures within and outside the school day

Conditions of Consent

- You will be informed of the arrangements for each visit in advance.
- You have a right to withdraw your consent at any time by informing the School in writing.
- You consider your child to be in good health and fit to participate in such activities.
- You have informed the School about any medical conditions and information relating to your child which may need special attention but does not prevent them from taking part, e.g. allergies, asthma, regular medication, travel sickness, diabetes, epilepsy.
- You consent to any emergency medical treatment required by your child during the visit.
- Both you and your child understand the need for your child to behave responsibly at all times, in accordance with the School's Behaviour Policy and Home School Agreement.
- I consent to my child travelling in a motor vehicle driven by a member of staff, or other adult in the event of an emergency, and in accordance with associated Local Authority guidance.

➤ Biometric Cashless Catering System

The Biometric Trust-e Cashless System supplied by Civica is used at Poltair School, and no cash can be accepted at the till points in our canteen. Therefore, we need to obtain your consent in order that the biometric information of your child can be processed to use the system. If you give your consent, your child will have their thumb scanned but please be assured that the biometric information taken is an algorithm and not the actual finger print. The Civica privacy notice can be viewed here: <https://www.civica.com/en-gb/policies-and-statements/privacy-notice/>

If you choose not to have your child registered, the School will provide an alternative method of identification such as a 4 digit PIN code. The preference of the School is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your support in this regard.



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➤ Use of Images for Media Purposes

There are occasions when we wish to take photographs or make video recordings of students at our school. This may be for strictly educational purposes, but often it will be for use in the press - for newspapers, the Prospectus, in-house leaflets and publications, the school website and social media and, potentially, to be displayed around the school.

This is so we can celebrate all that goes on at Poltair School, through all the possible media. We also often have the local press visit to record things like school achievements and sporting events, and they may wish to publish photographs of children in newspapers, online or use recordings of the children on television or radio.

In order to comply with Data Protection Legislation, the school needs your consent before taking photographs or making video recordings of your child for purposes **which are not of its core activities**.

Conditions of Consent

- The School may also use any images of your child for up to 5 years after your child has left the School.
- You have a right to withdraw your consent at any time by informing the School in writing.
- The Academy will not pass to the press the full names of any students appearing in photographs or recordings which the press wish to publish or broadcast, unless separate specific consent is sought. First names may though be provided.
- Please note that press use of images of children is governed separately by the Data Protection Legislation, other legislation and industry codes of practice.

Core Activities

Please note that there are other circumstances when we may use your child's photograph for purposes connected with the core activities of the school, for which we **do not** require your consent as there is a legal reason which permits us to use these images. This will include storing your child's photo on our school database (SIMS) in order that we can correctly identify students. These images will also be displayed within our key systems which include ClassCharts (Classroom Management, Behaviour and Attendance), Cashless Catering (School Canteen), CPoms (Safeguarding), Microsoft 365 (school email accounts) and Exams Assist (Organisation of Exams).

➤ Emergency Medical Consent

This confirms your agreement for the school to initiate appropriate medical treatment in the event of an emergency and covers the following:

- Permission for your child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity.
- Permission for a member of school staff to sign on your behalf any medical consent forms if your child should require emergency treatment and you cannot be contacted.

Please note:

Whilst we would always prefer to have obtained your prior consent, in the event of a medical emergency, your child may undergo treatment regardless of whether you have completed this consent, as legally:

- The school can consent on behalf of your child (on the basis of 'loco parentis')
- Medical professionals can consent on behalf of your child



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Procedures for Emergency School Closure

For the safety of students, should the decision have to be made to close and/or evacuate the school in the event of a fire, gas leak, bomb threat, flood or unexpected heavy snow fall, students will gather in their designated safe area and parents/carers will be notified of the situation via our usual communication channels as well as the school website and social media. The school will then contact the relevant transport providers so that emergency transport arrangements can be put in place.

As soon as it is practicable to do so, **all** students will be dismissed from school to walk or travel home via their usual means, **unless you have notified us that you do not give permission for your child to be released.**

Conditions of Consent

- Unless you have notified us in writing, we will assume that you have given your consent for your child to be released from school in the event of emergency closure.
- You will be notified of the closure at the earliest opportunity, via the school's usual communication channels.
- You take responsibility that your child has a safe means of travelling home and a safe place to return to.
- You confirm that the emergency contact details held by the school are accurate and up to date – these details should be reviewed and amended via the SIMS Parent App.
- You have a right to change your consent at any time and should notify the school in writing.

If you **do not give permission** for your child to be dismissed from school in the event of an emergency closure, please notify us in writing to secretary@poltair.cornwall.sch.uk and arrangements will be made for them to be looked after by school staff until you are able to collect them.

Relationships and Sex Education

As a secondary school, it is a statutory requirement for us to provide Relationships and Sex Education (RSE) to all students, as set out in Section 34 of the Children and Social Work Act 2017.

A copy of our policy relating to the provision of RSE can be found on our website (<https://www.poltairschool.co.uk/policies>).

Parents have the right to withdraw their children from the non-statutory/non-science components of sex education within RSE up to and until 3 terms before the child turns 16. After this point, if the child wishes to receive sex education rather than being withdrawn, the school will arrange this.

Requests for withdrawal should be put in writing using the form found in Appendix 3 of our RSE policy and addressed to the Headteacher.

Should you have any questions or concerns relating to RSE, please do not hesitate to contact Mrs Price, Curriculum Leader for RSE (cprice@poltair.cornwall.sch.uk)