Poole Grammar School	Procedure	
Consent Procedure – Students and Employees		**Issue 5**
		March 2024

CONTEXT

This consent procedure has been drawn up to ensure compliance with the General Data Protection Regulations (May 2018).

HOW WE USE STUDENT INFORMATION

Poole Grammar's privacy statement confirms how we use student information. The latest version of this is on our school website under policies.

HOW WE SEEK, RECORD AND MANAGE CONSENT

Students - Poole Grammar issue a **student information form** to the parents/guardians of all new students joining the school.

This seeks key information required about the student, the parent/legal guardian, other adults who care for the student, emergency contacts, ethnicity, and cultural information. It seeks information on travel to and from school, educational history, medical details, dietary restrictions, free school meals, SEN register/information, and other information about the family circumstances that parents/guardians wish to inform the school about.

The latest student information form also seeks parental consent (yes or no) for the following:

- the school to send all assessments reports and non-confidential school communications via EComms;
- the school to photograph/video my son for use in publications;
- the school to photograph/video my son for use in the media;
- the school to photograph/video my son for the purpose of staff development;
- the school to photograph/video my son for use on the school website;
- the school to publish my son's name against any individual photograph/video use on the school website if appropriate (eg receiving an award);
- my son to participate in regular extra-curricular activities (eg sporting, musical, etc) outside the normal school day on or off the school site where organised by members of school staff; ☐ the school to share information with Youth Support Services.

A record of these consents is inputted into SIMs by the staff responsible for Admissions.

The student information form records are held on file and represents the record of positive opt in or out for all the items above at the point of admission and beyond until informed otherwise.

The school will send out assessment reports for students by e-Comms and this is the expected communication route to parents/guardians.

Employees – SIMs, VISION and BlueSky are the systems that manage Poole Grammar School employee information, their performance and CPD. Personal data is required for all new employees using the **Employee Personal Details and Consent Form** which is issued by the School's HR Manager.

This seeks personal information about the employee required for the HR, payroll, and appraisal systems. It includes teacher reference, National Insurance, medical conditions that the First Aid team should know about, vehicle registration (for a parking permit), and emergency contacts. Salaried staff are also requested to provide their bank details for payroll use only.

Employees are encouraged in this form to update HR with any changes to their personal circumstances (change of address or telephone number, bank or building society, emergency contacts, criminal convictions or cautions). There is a privacy statement that addresses how we use school workforce information.

The employee consents to the following:

> I give my consent to my employer Poole Grammar School to confidentially hold, retain and process certain information about me from my application form, Equalities Monitoring form, Personal Details & Consent form and any other employment-related check (e.g. criminal record and relevant health information) for statutory, personnel management and equalities monitoring purposes only.

> I also understand that personal information which identifies me may be used by personnel or occupational health in the event that my welfare, health or safety (or that of others with whom I work) may be at risk.

> I give my consent to the disclosure of relevant information about me to any appropriate body in cases where my employer is legally bound to disclose the particular information.

The data contained in this form is entered into SIMS and VISION by the school's HR function.

HOW TO WITHDRAW CONSENT - STUDENTS

Student Information Form - Parent/guardian consent can be withdrawn for any of the elements contained within the Parental Consent section of the Student Information Form.

This can be triggered by completing the attached form and bringing it into the school during term time. Parents/Guardians need to seek an appointment with the Office Manager in the first instance or a delegated School Officer to receive the consent withdrawal form. The parent/guardian will need to bring in photographic ID (driving licence, passport) to confirm their identity. No amendments can be made for a student without these conditions being strictly adhered to.

The Data Manager will be responsible for amending SIMs.

Parentpay – The process for amending student access to the school's cashless catering system (biometric/pin code) is subject to a separate procedure managed by the school's Finance Office.

POOLE GRAMMAR SCHOOL - CONSENT WITHDRAWAL FORM - STUDENTS

Parent or Legal Guardian who has parental responsibility

		Circle as appropriate
Title		
Surname		
Forename		
Relationship to student		Mother / Father / Legal Guardian
Home Address		
Postcode		
Phone Number		Home / Work / Mobile
Personal Email Address		

As parent/guardian to ……………………………………………….………(student name) Form………………….. ,
I wish to withdraw my consent for the following item(s), tick where applicable

Parental Consent – From Latest Student Information Form	Consent to be WITHDRAWN – tick where applicable
☐ the school to send all assessment reports and non-confidential school communications via E-Comms;	
☐ the school to photograph/video my son for use in publications;	
☐ the school to photograph/video my son for use in the media;	
☐ the school to photograph/video my son for the purpose of staff development;	
☐ the school to photograph/video my son for use on the school website;	
☐ the school to publish my son's name against any individual photograph/video use on the school website if appropriate (eg receiving an award);	
☐ my son to participate in regular extra-curricular activities (eg sporting, musical, etc) outside the normal school day on or off the school site where organised by members of school staff;	
☐ the school to share information with Youth Support Services.	

Signed

Date

For official use

All details legible

Photo ID presented correct ☐   Passport ☐   Photo Driving Licence
Received by (Office Manager/Data Manager/Business Manager)
Sign   Print