29 March 2019

Dear Parents

Updated Consent Forms

In line with updated regulations regarding Data Protection and consent, we have now updated our ‘Intimate Care’ and ‘General Consent’ forms.

You will notice that the ‘General Consent’ form has now been broken down, to allow parents to make more specific consent decisions.

I would be grateful if you could complete the consent forms attached and return to school by **Wednesday 3 April 2019**.

If you would like any further information, or would like a paper copy of any of our policies, please speak to the school office.

Yours sincerely

Beverley Elliott
Headteacher
Parent Consent for the Provision of Care

Key Stage 1 – Year 1 & Year 2

Occasionally young children have accidents, whereby they may wet or soil themselves. If a child wets or soils themselves while they are at Marston Green Infant Academy it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

In the event of an injury to an intimate area of the body, a member of staff will contact you immediately and request that you attend and seek medical advice for your child.

No member of staff will perform any medical examination to an intimate area.

Please fill out the permission slip below stating your preference and return to the school office as soon as possible.

****

Child’s Name: ______________________________________________________________

Please tick as appropriate

☐ I give consent for my child to be checked, changed and cleaned by staff if they wet/soil or injure themselves while in the care of Marston Green Infant Academy.

☐ I do not give consent for my child to be checked, changed and cleaned if they wet/soil or injure themselves. The Academy will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that if in the event that I (or the emergency contact) cannot be contacted then the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

☐ I have read the Academy ‘Intimate Care and Toileting Policy’ which is located on the Academy website (www.marstongreeninfantacademy.com). If you wish to have a paper copy of this policy, please contact the school office.

Signed: _______________________________ Parent/Carer  Date: __________________

Consent: This form is valid for the duration of the Key Stage (Foundation/KS1). Your consent will automatically expire after this time. Please note, you have a right to withdraw consent at any time and can contact the school to do this. For more information on how we process/share/store data, please see our Fair Processing Notice via our website www.marstongreeninfantacademy.com or from the school office.
General Parental Consent

Photographs/Video Images

Occasionally, we take photographs of the children at our school. These images may be used on our school website, on project display boards in school display boards around school, our school prospectus, and in other printed publications that we produce.

We may also make video recordings, for example of school assemblies, school-to-school conferences, or class projects. It is important we protect your child’s interests, respect your wishes and comply with Data Protection law.

Please read the Conditions of Use below before answering the questions below and signing and dating this form.

We will not use a photograph or video of your child without consent.

Conditions of Use:

- This form is valid for the duration of your child’s enrolment at our Academy. Your consent will automatically expire after this time.

- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.

- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption, nor will we include any other personal information.

- We may use group or class photographs or footage with very general labels, such as ‘a science lesson’.

- We will only use photographs and videos of pupils who are suitably dressed.

- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

- Further information on how we use your information and your child’s personal information is in the Fair Processing Notice(s) which can be found in your ‘School Information’ brochure or on our website: http://www.marstongreeninfantacademy.com/school-policies/
Photographs/Video Images

<table>
<thead>
<tr>
<th>Consent</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>May we use your child’s photograph and first name on display boards within the school building?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Please note: Displays are generally viewed by staff, pupils, parents, guardians and other visitors to the school.</td>
<td></td>
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<tr>
<td>May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional purposes?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Please note: Printed publications are available to anyone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May we put your child’s photograph and/or name on the schools website?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Please note: Websites can be viewed throughout the world, not just the United Kingdom where UK law applies.</td>
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<tr>
<td>May we record your child on video for school plays/assemblies, internal school events, external school events and trips?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Please note: this may include your child’s voice as well as their image. Videos will only be made available to parents/guardians of the child.</td>
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Signed: _______________________________ Parent/Carer Date: _________________

Local Walks

From time to time we like to take pupils on local walks in the area around the school.

These trips do not involve transport and are at all times supervised by a member of staff. We would like your general permission to take children on these local trips as part of their normal school life. Please tick the appropriate box below to indicate permission.

PLEASE NOTE:
For other activities, including school trips by coach and for any event involving an overnight stay or participation in hazardous activity, full details of that activity will be given and parental consent sought on an individual basis.

<table>
<thead>
<tr>
<th>Consent</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>May your child attend supervised educational activities which will necessitate your child leaving the school premises for walks or visits in the neighbourhood of the school?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Signed: _______________________________ Parent/Carer Date: _________________

Consent
Please note, this consent will last for the duration of your child’s time at our Academy. You have the right to withdraw consent at any time and can contact the school to do this.
Please see our Fair Processing Notice for details on how we process/share/store any information provided. A copy can be obtained from the school office, or from our website, www.marstongreeninfantacademy.com