

# Guidance Notes for Completing the Emergency Contact & Welfare Profile



Twyford  
C of E  
Academies Trust

Please review these guidance notes before completing the Emergency Contact & Welfare Profile for your child.

The Emergency Contact & Welfare Profile is an important document which is used by the school to enter information relating to the student onto the school database. It has several purposes:

1. It provides the school with the information needed to quickly contact a parent or other responsible adult in the event of an emergency concerning the student.
2. It assists the school staff or emergency medical services in the event the student requires medical services for illness or injury.
3. The contact information is also used to send the parent/legal guardian school communications relating to the student from school announcements to attendance issues. Many communications are issued via email, so we request that **at least one contact email is provided for a contact with legal parental responsibility** (we will not send school emails to a student's personal home email address). Please note communication types below and who they are sent to:
  - a) **Schoolcomms mailing system** – Emails & texts are sent automatically to the **Primary contact 1**. If you would like another contact with parental responsibility to receive these general school communications (*see Section C, Contact examples 1-3*) please send your request via the contact details at the end of these notes.
  - b) This system also sends out text messages in relation to attendance – it is only possible to send these to the **Primary contact 1**.
  - c) **Emails direct from teaching staff** – These will be sent to the **Primary contact 1**.
  - d) **Hard copy communications** – Mail outs, sent to the home address held on our school records.

**PLEASE TAKE TIME TO READ THROUGH THESE GUIDANCE NOTES BEFORE COMPLETING THE FORM IN CLEAR WRITING.**

## Section A: Basic Details

It is a legal requirement for the school to hold each student's **legal** surname and forename on our records and is the name that will be displayed on school reports and exam certificates. Please ensure that the information supplied in these sections matches the name displayed on the birth certificate for your child.

Child's Legal Forename (first name on birth certificate)*
Joseph
Child's Legal Middle name (middle name on birth certificate)*
Peter
Child's Legal Surname (last name on birth certificate)*
BLOGGS

**Executive Headteacher**  
Dame Alice Hudson

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If however, your child has a **preferred** forename or surname, we can also enter this on our records and this name will then be displayed on class registers and will be how teachers address your child.

**PLEASE NOTE THAT LEGAL FORENAMES AND SURNAMES CAN ONLY BE CHANGED ON OUR RECORDS UPON RECEIPT OF A CHANGE OF NAME - DEED POLL DOCUMENT.**

## **Section B: Parental Consent for Biometric & Cashless Catering Reading**

**ONE PARENT MUST TICK THE APPROPRIATE BOX AND SIGN THIS SECTION OF THE FORM EVEN IF CONSENT IS NOT GIVEN.**

As per the Protection of Freedoms Act 2012, it is necessary for all schools to obtain consent to use biometric readings for cashless catering and other services.

This system significantly improves the services offered to students with some of the benefits being:

- Improved security for handling transactions in the school.
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student.

The biometric identification system at the school uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. **The system does not create or store an image of the fingerprint.**

When a student uses the biometric identification system, they are identified by their unique code. This form of identification is called Biometrics, which translated means measurements of human characteristics. **This is not fingerprinting.** The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images.

We would like to make it clear that the school will at all times comply with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data.

**Further information can be found at Department for Education – Biometrics in schools**  
**<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>**

## **Section C: Family/Home Contact Details**

It is important that the school has contact information for at least two responsible adults who can be contacted in the event of an emergency. The school staff know that anyone detailed on this section is allowed, by the parent/guardian, to collect the student from the school during the school day in both emergency and non-emergency situations. **Please ensure all information is completed clearly** taking care when writing telephone numbers and email addresses as this is the data that will be used by the school staff for communications.

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## **CONTACT 1 (PRIORITY 1) Parent/Legal Guardian**

This Primary Contact must have parental responsibility for the student and reside at the same address as the student. They will be the primary contact for the school in any matters relating to the student; i.e. first person called if the student becomes unwell whilst at school. The Primary Contact will also receive **all communications** that the school sends out. This includes everything from notifications relating to the student's studies; student's attendance; school news and Termly grade reports.

## **CONTACT 2 (PRIORITY 2) & CONTACT 3 (PRIORITY 3)**

Considerations need to be made on the order of the next two contacts and an understanding of how the school utilises this information is important. If the school was unable to reach the primary contact, school staff will then attempt to reach Contact 2. Contact 3 will only be contacted if the school is unable to reach the previous two contacts. Once either the Primary Contact or a designated contact is reached staff will provide him/her with information about the student and the emergency situation and will release the student to him/her as appropriate.

**Please see examples below of how this section of the form could be completed:**

### **Example 1:**

**Primary Contact 1** – The parent/legal guardian who deals with the day to day activities relating to the student.

**Contact 2** – The other parent/legal guardian.

**Contact 3** – A family member/relative or other contact who lives/works close to the school and who would be able to collect the student if required.

### **Example 2:**

**Primary Contact** – The parent/legal guardian who deals with the day to day activities relating to the student.

**Contact 2** – A family member/relative or other contact who lives/works close to the school and who would be able to collect the student if required.

**Contact 3** – The other parent/legal guardian who perhaps is not as readily available to reach the school promptly.

### **Example 3:**

**Primary Contact** – The parent/legal guardian who deals with the day to day activities relating to the student.

**Contact 2** – A family member/relative or other contact who lives/works close to the school and who would be able to collect the student if required.

**Contact 3** – The other parent/legal guardian who does not live at the same address as the student.

**If this parent wishes to receive the same communications as the Primary Contact 1 (we call this a Priority 9 parent), the primary contact can send a request for this facility to the contact details at the end of this document.**

**Relationship to child** – The list of relationship types that can be inputted on our school records includes:

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Mother	Foster Mother / Father	Teacher
Father	Step Mother / Father	Doctor
Other Family Member (i.e. brother, sister)	Social Worker	Carer
Other Relative (i.e. aunt, grandmother/father)	Religious/Spiritual Contact	
Other Contact (i.e. family friend/neighbour)	Childminder	

## Section D: Ethnic/Cultural

Please be aware that you have the right to refuse to provide any information in this section. If any parent wishes to retract the 'country of birth' or 'nationality' then they can do so by contacting the school and requesting that the systems are updated.

**Country of Birth** – The country in which your child was born as declared by the parent / guardian or child. This is recorded as what you state and not from the information that we receive on the passport or birth certificate.

**Nationality** – The nationality of your child as stated by the parent / guardian or child. This may be different to the country which your child was born in. For example, your child may have been born in India but they may hold a British passport. This would mean that their 'country of birth' is India, and their 'nationality' is British. As with the 'country of birth', we do not collect passport or birth certificate documents to verify this information.

**Ethnic Origin** – Our ethnic background describes how we think of ourselves. This may be based on many things including for example our skin colour, language, culture and ancestry or family history. It is not the same as nationality or country of birth. The information commissioner (formerly the Data Protection Register) recommends that young people over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves. The list supplied is specified by the Department for Education (DfE) and we ask that only **one box is ticked** in relation to your child as one can be stored on our school system. If you do not feel that any of the groups displayed are applicable, please select 'Any other ethnic group' and specify in the space provided, the ethnicity which you feel best relates to your child.

**Religion** – Please select one choice from the list supplied.

**Language** – This relates to the first language spoken by your child. Please select one from the list shown, or enter a language in the space provided under 'Other' if the language is not one of those displayed.

## Section E: Additional Information

**Current School** – This information is required as we contact the child's previous school for the students school file. Please supply the name and address for the primary/secondary school(s) attended by your child and dates of attendance, i.e. From: Sept YYYY – To: July YYYY.

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**Borough/Local Authority to whom you pay Council Tax** – I.e. Ealing – occasionally used for school statistics.

**Travel Arrangements** – This information has been collected by the DfE to contribute to local and national statistics.

## **Section F: Welfare (First Aid & Dietary)**

**Doctor's Practice/Surgery Name, Address & Contact Information** – Please supply the name and full address of the student's doctor, including the surgery telephone number.

**Medical/Welfare Information** – Please detail all medical conditions which effect the student. This information is important to allow the school to provide the appropriate medical care in the event the student becomes unwell whilst at school.

Below are some examples of medical conditions that may be applicable:

- Asthma (inhaler user)
- Anaphylaxis (Epi-pen user)
- Diabetes
- Dairy, Penicillin, Nut Allergies
- Eczema
- Hay fever

**Dietary Needs** – This section allows us to identify if any of the examples above or other needs are applicable to the student's dietary requirements:

I.e. Gluten free, Halal, Kosher foods only, No beef, No dairy produce, No eggs, No nuts, No pork, No oranges, No wheat, Seafood allergy, Vegetarian.

## **Section G: Signature of Consent**

To acknowledge that you have read and understood the Trust Privacy Notice – Data Protection Act 1998 & General Data Protection Regulation (EU 2016/679) (GDPR) and these Trust Guidance Notes for Completing an Emergency Contact & Welfare Profile, as well as any other relevant legislation and/or school policies relating to your child's enrolment and/or welfare, please provide your signature of consent as well as the date signed.

**If any of the information detailed in this form changes, please contact the Data Team by email: [datateam@twyfordacademies.org.uk](mailto:datateam@twyfordacademies.org.uk).**

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