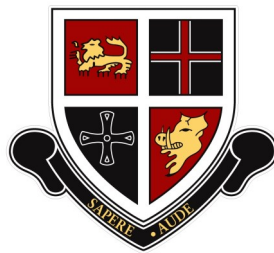


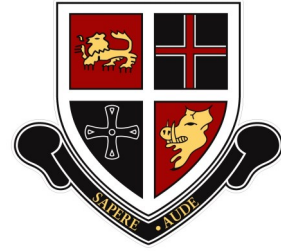
DURHAM JOHNSTON

General Information

2019-2020



Sapere Aude • Dare To Be Wise



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1. THE USE OF BIOMETRIC INFORMATION IN SCHOOL / PARENTPAY INTERNET PAYMENTS

Durham Johnston uses information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of cashless catering administration. The information we use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify parent(s) or carer(s) and obtain the written consent of at least one parent / carer before we use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical characteristics that can be used to identify them, for example, information from their fingerprint. Durham Johnston would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with cashless catering administration.

The information is used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a number sequence (template) to be stored on the system. An image of your child's fingerprint is **not** stored. Only the template will be used to permit your child to access the cashless catering system.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

Legislation requires schools to:

- Only use the information for the purpose for which it was originally obtained and made known to the parent / carer as stated above;
- Ensure that the information is stored securely;
- Inform you of what it intends to do with the information.

Unless the law allows it, Durham Johnston cannot disclose personal information to another person / body. You should note that the only person / body that the school wishes to share the information with is 'CRB' who is the supplier of the biometric system used at Durham Johnston and Parent Pay who facilitate the online payments for school meals.

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 / carer is required. However, consent given by one parent / carer will be overridden if the other parent / carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, Durham Johnston cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent **must** be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

Durham Johnston is also happy to answer any questions you or your child may have. To enable this or to change your consent status, please contact The GDPR Team on 0191 3843887 or email gdprteam@durhamjohnston.org.uk should you require further information.

If you do not wish your child's biometric information to be processed by Durham Johnston, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for the purposes of cashless catering.

If you give consent to the processing of your child's biometric information, please sign, and date the relevant consent section contained within the Durham Johnston Common Admission form.

Please note that when your child leaves the school or if, for some other reason, they cease to use the biometric system, their biometric data will be securely deleted.

Further information and guidance

This can be found via the following link: ICO guidance on data protection for education establishments: Education / ICO

Parent Pay Internet Payments

We are able to accept internet payments for school meals. This is facilitated by Parent Pay.

Parent Pay is a secure site, enabling you to add funds to your child's school meal account, 24 hours a day, 7 days a week.

Benefits of this method of payment:

- You control your child's account
- Your child does not need to bring money into school, thus eliminating instances of forgotten or lost dinner money
- You are able to add a spend limit and set specific dietary requirements
- You pay as much or as little as you wish, whenever you want.

You will be issued with a username and password in order to use this payment method. For access visit www.parentpay.com click 'Login' then enter your username and password. Follow the onscreen instructions to activate your account. During this process you are required to change your username and password.

If you have more than one child at the school you are able to merge their accounts for easier online management.

Making a payment is straight forward. Click the 'My payments items' tab and follow the onscreen instructions. Parent Pay hold a record of your payments so that you can view at a later date. No personal banking details are stored on the system.

If you have any problems or questions regarding your Parent Pay account please call the Parent Pay Administrator on 0191 3843887 or email school@durhamjohnston.org.uk .

2. DATA PROTECTION

This summary is for quick reference only. Further information can be found in the full Data Protection Policy which is published on the school's website. You can also request this from us in hard copy or electronically.

Durham Johnston is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with data protection principles under the General Data Protection Regulation (GDPR) implemented 25 May 2018.

The aim of the policy is to provide a framework to enable parents and pupils to understand:

- the law regarding personal data
- how personal data should be processed, stored, archived and disposed of
- how parents and pupils can access personal data.

Data Protection Principles

Article 5 (1) of the GDPR sets out that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

GDPR stipulates that there must be a **lawful basis** for processing data, and that for special category data an additional condition has to be met. The vast majority of information that the school collects and processes is required to enable the school to perform tasks carried out in the public interest or in the exercise of official authority vested in the school as the data controller.

This is the main lawful basis for processing data by the school.

The GDPR creates some **new rights** for individuals and strengthens some existing ones. It provides for the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

GDPR includes a **right to erasure** - but this is not an absolute right and does not necessarily override the lawful basis for continuing to hold data.

Personal Data

The school will have access to a wide range of personal information and data. The data may be held in a digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community — including pupils / students, members of staff and parents / carers e.g. names, addresses, contact details, legal guardianship contact details, disciplinary records
- Curricular / academic data e.g. class lists, pupil / student progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records, disciplinary records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members.

Special Category Data

"Special Category Data" are data revealing a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership. It also includes the processing of genetic data, biometric data, data concerning a person's health or sexual life and is prohibited except in special circumstances.

This is because special category data is more sensitive, and so needs more protection.

In our school the most likely special category data is:

- information on the racial or ethnic origin of a pupil
 - information about sexuality of a pupil and / or their family
 - medical information about a pupil
- (Some information regarding safeguarding will also fall into this category)

Other types of Data not covered by the act

This is data that does not identify a living individual and, therefore, is not covered by the remit of the GDPR - this may fall under other 'access to information' procedures. This would include Lesson Plans (where no individual pupil is named), Teaching Resources, and other information about the school which does not relate to an individual. Some of this data would be available publicly (for instance the diary for the forthcoming year), and some of this may need to be protected by the school (if the school has written a detailed scheme of work that it wishes to sell to other schools).

Schools may choose to protect some data in this category but there is no legal requirement to do so.

Durham Johnston may be required to share pupil information with various third parties. We will not do this without your consent unless the law allows us to do so. This applies to pupils over the age of 16 years, parents and carers.

Please refer to 'Data Sharing' detail contained within the 'Consent Section' of the Durham Johnston Common Admission Form in order for consent to be recorded

Please note, our GDPR Data Protection Policy includes full details on; School CCTV Code of Practice, School Photography Code of Practice, Subject Access Requests and the Data Breach Policy.

3. SCHOOL VISITS

Your child will have many opportunities, throughout their time at Durham Johnston, to participate in educational visits and off-site activities. Whilst the school is not required to seek written consent for pupils to take part in activities that take place during the school day, and are a normal part of a pupil's education, we are required to seek parental consent for activities that may need a higher level of risk management or those that take place outside normal school hours.

To simplify the process and to reduce the burden of administration, we seek consent from parents / carers on their child's enrolment to the school which will cover participation in any of these types of school organised activities throughout their time at Durham Johnston.

Staff members in charge of organising visits will ensure that you are provided with full details well in advance of any visit and you will be kept informed of where your child will be at all times.

Consent from a parent / carer is required before their child can participate in educational visits and other off-site activities including:

- All school organised off-site activities before and after the school day.
- Off-site sporting fixtures outside the school day.

If you give consent to your child participating in educational visits and other off-site activities, please sign and date the relevant consent section contained within the Durham Johnston Common Admission Form. You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity.

The school will send parents information about each trip or extraordinary off-site activity before it takes place.

In exceptional circumstances (e.g. residential, overseas or some adventurous activities) further consent will be requested.

Your consent applies for the duration of the child's career at Durham Johnston, however you may contact the GDPR Team on 0191 3843887 or email gdpsteam@durhamjohnston.org.uk any time should you wish to withdraw this consent.

4. PHOTOGRAPHIC CONSENT

This summary is for quick reference only. Further information can be found in the full Data Protection Policy (subject to annual review and approval by the Governing Body) which is published on the school's website. You can also request this from us in hard copy or electronically.

Durham Johnston School takes the issue of child safety very seriously, and this includes the use of images of pupils. Inclusion of images of pupils in school publications and on our school website can be motivating for the pupils involved, and provides a good opportunity to promote the work of the school in documenting and recording educational activities, recording students learning and development progress and in recording special events and achievements.

However, schools have a duty of care towards students and to ensure the welfare and safety of children and young people in accordance with the Data Protection Act 2018. We will not use children's full names alongside the photographs in the school's own printed publications, in video films or on our website. However, pupils' first names may be used in a group situation where it cannot be linked to an individual in the photo. Consent shall be obtained from parents/carers at the start of every school year. It is good practice to ensure that the record of consent is approved as accurate and up to date by the parent/carer on a regular basis.

Only official school owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of pupils for official purposes. **Use of personal cameras or phones or other devices, for the purpose of photography or video making, by staff is prohibited at all times.**

Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.

With regard to the press, the school will allow local newspapers to take photographs of students when appropriate, provided that parental consent has been granted. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Then we will normally give children's full names to the press where we have parental permission to do so.

In signing the image/ photographic consent contained in the Durham Johnston Common Admission Form please note the following:

- Photographs and digital images taken will be used only for educational purposes or school promotional activities.
- Photographs and digital images may also be used and distributed by other media, such as CD-ROM, video, webcams and digital display screens, the school website and Twitter account as part of the promotional activities of the school.
- Occasionally members of the press may be invited into school to take photographs or film footage of special events and your consent would include your child's photograph being taken in this context.

Photographic consent can be recorded under the Consent Section of the Durham Johnston Common Admission Form.

You may withdraw your consent at any time by emailing the GDPR Team at gdpsteam@durhamjohnston.org.uk

5. RELATIONSHIP AND SEX EDUCATION (RSE)

Young people learn about sex and relationships from a very young age. Some of the things they learn are incorrect, confusing and frightening. In a world where sex is used to advertise goods and services and celebrities lives become everyone's business, we should talk to young people to help them to make sense of it all.

The DfES 'Sex and Relationship Guidance' (2000) recommends that '*Effective sex and relationship education is essential if young people are to make responsible and well informed decisions about their lives*'. The school has a key role, in partnership with parents, carers and pupils over the age of 16, in providing SRE.

Research has shown that young people who feel good about themselves, and are knowledgeable and confident about sex and relationships, are more likely to be more discerning in their relationships and sexual behaviours and to have fulfilling relationships.

The programme we follow at Durham Johnston is based on national guidelines provided by the DfES and is sensitive to the age and experience of our pupils. It is delivered mainly through the Science Curriculum and Citizenship and PSHE lessons/events, as well as informally through other subject areas and the ethos of the school. A table outlining how Science contributes to Sex and Relationships Education can be found in the SRE Policy 2014-15 on our website.

The last week of the school year is called 'Enrichment Week', which is an off-timetable week of activities and events that we hope will educate and enrich the wellbeing of our young people. One part of this is a RSE Event which will be delivered by 'Stevenson Training' who provide expert counselling, support and advice for young people. The session will last for two hours and all topics covered will be age specific and will focus on the importance of building strong relationships first. There will also be information on contraception and STI's (Yr9 only), internet safety (all years), the dangers of sexting (Yr9 only), the importance of delay and the Law as well as an opportunity to anonymously 'ask the expert'.

We consider a 'student voice' is vitally important in understanding and addressing the educational needs of our students and welcome the views of our young people. We will be asking 4 classes chosen at random from each year to complete a survey with the question '*what would good relationship and sex education look like in your school?*' They will also identify from a list provided, 5 key aspects that they believe would help the school supporting them in understanding different types of friendships and relationships.

From September 2020, relationships and sex education will become statutory in all secondary schools in England and relationships education will become statutory in all primary schools in England.

If you have any questions can you please contact Mr Kennedy, Head of Guidance and Careers or Mr Blake, Lead on PHSE.

Consent for you (should you be over the age of 16) or your child to take part in the full RSE Programme can be found within the Consent Section of the Durham Johnston Common Admission Form.

6. SAFEGUARDING

This summary is for quick reference only. Further information can be found in the full Child Protection Policy (subject to annual review and approval by the Governing Body) which is published on the school's website. You can also request this from us in hard copy or electronically.

Child Protection issues may relate to neglect and hidden harm, physical injury, sexual abuse, emotional abuse. (Please refer to the policy for full definitions and signs).

Safeguarding has the highest of priorities at Durham Johnston. The following information is published in the student organiser. We encourage a culture whereby students can share any concerns they have with trusted adults at school.

Keeping Myself Safe

If you are worried about anything at all, and need to talk to somebody in school please speak to your Form Tutor or a member of the Safeguarding Team as outlined below: -

From September 2019

Mr Weaver	Assistant Headteacher / Designated Child Protection Lead
Mrs Bell	Assistant Headteacher
Mr Bowman	Head of Year
Mrs Coady	Attendance and Welfare Manager
Mr Garside	Strategic Leader ICT
Mrs Lennon	Head of Sixth Form
Mr Noble	Head of Year
Miss Owen	Head of Year
Mr Simpson	Head of Year
Mr Wilbraham	Deputy Head of Sixth Form
Mrs Wood	Student Support Centre Manager

The **Safeguarding Team** are responsible for:

- Making referrals to appropriate agencies
- Liaising with those agencies to ensure correct procedures are followed during investigations
- Maintaining full records for case conferences.

The **Headteacher** is responsible for:

- Establishing an ethos where children feel able to disclose fears and to ensure effective and discreet management of such.

Staff/Support Staff/Voluntary Helpers are responsible for:

- Upholding the school's 'telling' ethos.
- Acting promptly to refer disclosures having discussed confidentiality stipulations with child.

Parents are responsible for:

- Respecting and valuing their child as an individual.
- Supporting school as a 'safe' environment and taking appropriate action.

Pupils are responsible for:

- Supporting fellow pupils
- To be honest in any disclosures made and to behave responsibly according to school rules.

ONLINE SAFETY GUIDANCE

- Do not share your passwords with anyone
- Passwords must be secure (minimum of 8 characters with at least 1 capital letter and 1 number)
- Do not take and / or share images of yourself or anybody else
- If you or a friend are concerned with anything online or something which is sent to you electronically or by mobile phone, you can do the following:

- ✓ Tell your parents / carers
- ✓ Tell your Form Tutor or Year Leader
- ✓ Tell Mr Weaver or another member of the Safeguarding Team

7. MEDICAL INFORMATION REGARDING YOUR CHILD

This summary is for quick reference only. Further information can be found in the full Medical Conditions Policy which is published on the school's website. You can also request this from us in hard copy or electronically.

This school is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition, the same opportunities as others at school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as prescribed by healthcare and professionals and parents.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

Parental or Carer consent for your child to receive on or off-site emergency medical or dental treatment if it is considered necessary by the medical authorities present *and* if it has not been possible to contact you beforehand can be found in the Consent Section of the Durham Johnston Common Admission Form.

All children with a medical condition at this school have an Individual Healthcare Plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental / Carer permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

IHCPs are regularly reviewed, at least every year or whenever the pupils' needs change. The school makes sure that the pupil's confidentiality is protected. This school seeks permission from parents/ carers before sharing any medical information with any other party.

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. Pupils may carry their emergency medication with them if they wish, with parental consent.

Managing Medication in School

Durham Johnston has put guidelines in place to ensure that all pupils who require medication receive the appropriate care and support.

The following information is for parents / carers to follow when they request that medication is administered to their child during the school day.

PLEASE NOTE:

- Medicines will only be accepted if they have been prescribed by a medical professional. Non prescribed medication CANNOT be accepted.
- Medicines will only be administered if an 'Administering Medication' consent form has been signed by the parent / carer. Pupils over 16 who have capacity are also able to consent.

Guidelines for Parents

- Medicines should only be taken in school where essential. Where clinically appropriate, parents / carers should ask for medicines to be prescribed in dose frequencies that enable it to be taken outside of school. Medicines that need to be taken 3 times a day can be taken in the morning, after school and at bedtime. There may be exceptions to this where medication is required to be taken at intervals of four hours.
- If this is not possible, parents/carers must complete and sign the 'administering medication' form, giving precise instructions.
- Medication MUST be in date, in its original packaging, as provided by the pharmacist and must include clear instructions on the label along with the child's details.
- Medication must be brought in by a responsible adult. No medication is allowed to remain with the pupil in school with the exception of prescribed emergency medication, i.e. inhalers, epipens and insulin.
- Parents must inform the school of any changes to the medication and dosage times, etc.
- It is the parents / carers responsibility to dispose of any un-used / out of date medication.

Our Responsibilities

- Only fully trained staff will administer medication.
- Clear and precise records will be kept when medication is given.
- We will respect confidentiality and privacy when giving the medication to the child.
- Medication will be stored away in a locked medication cabinet or medical fridge, as appropriate.
- Feedback will be given to parents / carers if there are any issues when giving medication.
- Durham Johnston cannot be held responsible for any side effects that occur when medication is taken correctly.
- There is no legal or contractual duty on staff in school to administer medicines or supervise pupils taking their medication.
- This is purely a voluntary role and the Governors and Headteacher reserve the right to withdraw this service.