

Impact Biometrics is coming to Werneth School

PLEASE FILL OUT THE FORM BELOW AND HAND
BACK IN TODAY.



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image.

The future is in your hands!

Frequently Asked Questions

Why do you need to take my child's finger image?

By taking an image of your child's finger we can turn this information into a digital signature.

Can finger images be used by any other agency?

No, the software we use turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

What happens when my child leaves the School?

When a student leaves school all data can be deleted very easily.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

Impact Biometrics Opt-In form

I do wish my child to be included in the Impact Biometric registration process

Name of Student: _____

Year: _____

Class: _____

Name of guardian or parent: _____

Email of guardian or parent: _____

Signed: _____

Please fill in this form and return this evening or to the school office.

DATA COLLECTION SHEET

Please check that the information below is correct. Complete any missing details, and return to the school office.
Please fill out the form using **BLOCK** capitals and in as much detail as possible.

STUDENT INFORMATION

Surname:				Legal Surname:	
Forename:				Middle name:	
Chosen name:				Gender:	
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Year:	<input type="text"/>	Reg Group:	<input type="text"/> <input type="text"/>
Address Number/Name: Street: Town: County:					
Post Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

EMERGENCY CONTACT INFORMATION

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency. *If you are completing this form on behalf of someone else, please ensure they are aware of this and have read our privacy notice.*

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1	Mrs/Mr/Miss/Ms/Other: Name: Relationship:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:
Parent/Carer Email (Priority 1):			

EMERGENCY CONTACT INFORMATION

2	Mrs/Mr/Miss/Ms/Other: Name: Relationship:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:
Parent/Carer Email (Priority 2):			
3	Mrs/Mr/Miss/Ms/Other: Name: Relationship:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:
Parent/Carer Email (Priority 3):			
4	Mrs/Mr/Miss/Ms/Other: Name: Relationship:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:	Address Number/Name: Street: Town: County: Postcode: Tel: Mobile:
Parent/Carer Email (Priority 4):			

It is vital that we obtain parent/carers email addresses so we can add you to the Sims app where you can change your data when required.

Please tick this box if you still require paper versions ☐

DIETARY INFORMATION

Dietary Needs:

Dietary Preferences:

Eligible for Free School Meals:

☐ True ☐ False

Parent or Guardian is a member of Armed Forces:

☐ Yes ☐ No

MEDICAL INFORMATION

Medical Practice:

Address:

Postcode:

Telephone Number:

Medical Condition(s):

Medical Note(s):

Has your child been hospitalized in the last Year?

☐ Yes ☐ No

Details:

Pupil Assessed as Disabled:

☐ Yes ☐ No

Details of Disability:

ETHNICITY INFORMATION

Ethnicity :

Country of birth:

Home Language:

Religion:

REPORTS

Do you require a duplicate school report? ☐ Yes ☐ No

Second report Name:

Address:

DATA PROTECTION CONSENT

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

To the **best of my knowledge, the information given** on this form is accurate and has been completed by a parent/carer of the named student.

Print name:

Signature:

Date:

DIGITAL AND VIDEO IMAGES CONSENT

Digital and video images play an important part in learning activities. Students and members of staff may use digital devices to record activities in lessons and on school trips. Images may also be published in newsletters, on the school website, social media and occasionally in local media.

The school will comply with the Data Protection Act and ensure that we have parents/carers permission before taking and using images of students.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect others privacy (and in some cases for protection) these images should not be published or made publicly available on social networking sites.

	CONSENT	
I agree for the school to take digital and/or video images of my child.	YES	NO
I agree for the school to take digital and/or video images of my child on school organised trips and events.	YES	NO
I agree to the school using digital and/or video images of my child. I understand that the images will be displayed to support learning activities or to promote the work of the students and school internally .	YES	NO
I agree to the school using digital and/or video images of my child. I understand that these will be used on the school website and social media.	YES	NO
I agree to the school using digital and/or video images of my child. I understand that these will be used for the schools marketing materials.	YES	NO

If you change your mind at any time, you can let us know by emailing admin@wernethschool.com or calling the school on 0161 494 1222.

By signing below, parents/carers are accepting these guidelines and agreeing to adhere to them.

Signed

Date:

Harrytown Romiley Stockport SK6 3BX
T: 0161 494 1222 F: 0161 494 1397 Headteacher: Mr A Conroy
www.wernethschool.com E: admin@wernethschool.com



Home Internet Use Agreement

I want to use our computer and the Internet. I know that there are certain rules about what I should do online.

I agree to follow these rules and my parents agree to help me follow these rules:

I will not give my name, address, telephone number, school, or my parents' names, address, or telephone number; to anyone I meet on the computer.

I understand that some people online pretend to be someone else. Sometimes they pretend to be kids, when they're really grown ups. I will tell my parents about people I meet online. I will also tell my parents before I answer any e-mails I get from or send e-mails to new people I meet online.

I will not fill out any form online that asks me for any information about myself or my family without asking my parents first.

I will not buy or order anything online without asking my parents or give out any credit card information.

I will not get into arguments or fights online. If someone tries to start an argument or fight with me, I won't answer him or her and will tell my parents.

If I see something I do not like or that I know my parents don't want me to see, I will click on the back button or log off.

If I see people doing things or saying things to other kids online I know they're not supposed to do, I'll tell my parents.

I won't keep online secrets from my parents.

If someone sends me any pictures or any e-mails using bad language, I will tell my parents.

If someone asks me to do something I am not suppose to do, I will tell my parents.

I will not call anyone I met online, in person, unless my parents say it's okay.

I will never meet in person anyone I met online, unless my parents say it's okay and I am chaperoned

I will never send anything to anyone I met online, unless my parents say it's okay.

If anyone I met online sends me anything, I will tell my parents.

I will not use something I found online and pretend it's mine.

I won't say bad things about people online, and I will practice good Netiquette.

I won't use bad language online.

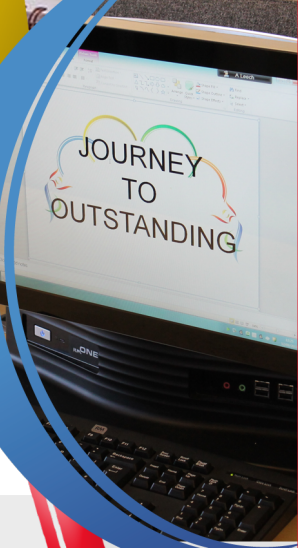
I know that my parents want to make sure I'm safe online, and I will listen to them when they ask me not to do something.

I will help teach my parents more about computers and the Internet.

I will practice safe computing, and check for viruses whenever I borrow a disk from someone or download something from the Internet.

I promise to follow these rules. (Child's Signature)

I promise to help my child follow these rules and not to over react if my child tells me about bad things in cyberspace. (Parents Signature)





STUDENT PRIVACY NOTICE

How we use pupil information;

We Werneth School are a data controller for the purpose of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

We collect your information to;

- to support pupil learning and the delivery of education
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with our statutory obligations

The categories of pupil information that we collect, hold and share include;

- Personal information such as;
 - Name, date of birth, gender, image, class details, admission data, unique pupil number, address, family contact details, GP contact details, dietary requirements, school history, attendance, behaviour log
- Special categories of information such as;
 - Ethnicity, nationality, religion, country of birth, free school meal eligibility, medical needs, assessment, data, Special Educational Needs and Disability status

We share pupil data with a number of services in order to provide appropriate support for our pupils. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.

The lawful basis on which we use this information;

Legal obligation;

We are required to use pupil data when undertaking our legal obligations and to comply with our statutory functions.

The following information is processed as a result of the schools legal obligation;

- Pupil Name, Date of Birth, Gender, Image, Class details, Admission Date, ULN, UPN, Address, Family Members, Family Contact Details, GP Contact Details, Dietary Requirements, Ethnicity, Nationality, Religion, FSM, School History, Attendance, Medical Needs, Assessment Data, Behaviour Log, SEN Status.

Consent;

The consent of parents may be relied upon to process some forms of pupil data.

We will request consent in the following circumstances;

- To allow us to process the personal and sensitive information for school visits (Name, DOB, Contact Telephone Number, Medical Requirements)
- When taking photographs of pupils to be used on the school website / used within the school environment
- When taking photographs by the school photographer [details of third party]
- To share information with the Team Around the School (TAS)
- To share information with the Team Around the Child (TAC)

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact admin@wernethschool.com

should you wish to withdraw your consent for any of the above activities.

Collecting pupil information;

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data;

We hold all pupil data in line with the agreed retention schedule. [Retention Schedule](#)

Who we share pupil information with;

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority, Stockport Metropolitan Borough Council
- the Department for Education (DfE)

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

Why we share pupil information;

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements;

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services;

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact admin@wernethschool.com

to make a request or alternatively you can view our Data Subject Rights Policy at [Data Subject Rights](#)

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You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

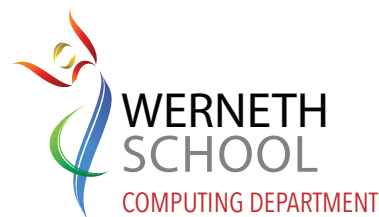
Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs T Hall by emailing admin@wernethschool.com



don't abuse IT



Please complete, sign and return this part of the document to school

Your child's name: _____

Your child's form: _____

I have read with my parent/Carer the Werneth School Network, Internet and Email Acceptable Use Policy (AUP). I fully understand what is expected of me when I am using a computer at Werneth School

By signing below I am accepting that I am responsible for my own actions and it is up to me to make sure that I obey the AUP rules. If I do not obey these rules appropriate action will be taken by E-Services.

Sign your name below:

Enter the date below:

Parent / Carer's Consent for Internet and Email Access

I have read and fully understand Werneth School Network, Internet and Email Acceptable Use Policy (AUP) and give my permission for my child to have the following accounts generated for them so that they can use and access the following **(please tick)**

Please generate a network account:

☐

Please generate an email account:

☐

Please allow access to the Internet:

☐

I understand that Werneth School will take all reasonable precautions to ensure that my child cannot access inappropriate materials. I understand that Werneth School cannot be held responsible for the nature or content of any of the materials that my son/daughter searches for or accesses through the internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities at Werneth School.

Parent/Carer Name: _____

Signed: _____

Date: _____

SAFEGUARDING

June 2018

Ref: ASH/JDE



Safeguarding children is the responsibility of everyone.

As such all the staff in our school have a duty to safeguard and promote the welfare of children. This duty is placed upon school by Section 175 of the Education Act 2002.

This means we have a Designated Safeguarding Lead. In our school this is Miss Jo Dee and Miss Victoria Smith assisting.

If we are concerned that a child may be at risk from significant harm (abuse) or is being abused, the school is required to refer our concerns onto Social Care and the police if necessary. In some circumstances this may happen without the consent or knowledge of parents/carers.

School also has a responsibility to act upon other concerns that they may have about a child's welfare in circumstances where there are not suspicions of child abuse. Examples of this may be when a child is demonstrating inappropriate behaviour, is involved in bullying, is failing to come to school or where difficulties at home are having an effect upon the child's wellbeing. However, this list is by no means exhaustive.

In Stockport there is an expectation that school will always discuss these issues with parents/carers before deciding upon a course of action to support the child.

Our school has a safeguarding policy, which explains all the above in much more detail. If you would like to see the policy, please contact us to find the best way to access it easily.



Declaration: I have read and understood the safeguarding statement and have access to the Werneth School's Safeguarding Policy.

Signature of Parent/Carer: _____

Child: Tutor group: _____

Date: _____