



Parental Consent Policy Document

Supporting Document for the ESS Annual Data Collection Forms

The purpose of this document is to provide accompanying notes and a copy of the policies agreed to by the parent/guardian and pupil in the **ESS Annual Data Collection Forms, Appendices A & B.**

Please ensure you complete both sides of these two forms and return to the school office. Please retain this document for your reference. The sections outlined in the document are:

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Section 1: Privacy Notice

Edinburgh Steiner School collects and uses personal information about parents, pupils and other individuals who come into contact with the school. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information.

The school is registered as a Data Controller, with the Information Commissioner's Office (ICO) registered in accordance with the General Data Protection Regulation.

The school provides a Parent & Pupil Privacy Notice to all families, which accompanies this document (Appendix C). This summarises the information held on parents and pupils, why it is held and the other organisations to whom it may be passed. Your signature at Appendix A indicates that you have received and read the school's Parent & Pupil Privacy Notice.

Some information is provided by families voluntarily, and we require your consent to process this for the purposes outlined in this document. We ask that you indicate your consent preferences on the form at Appendix A. You may change your consent at any point by contacting the School Office by email or requesting a new consent form.

Parents of pupils aged 12 years or over: Please ensure you have discussed the privacy notice with your child and that they understand and are in agreement with any voluntary consents that have been provided. Both parents and pupils over the age of 12 are required to sign this consent form.

If you have any questions regarding the Privacy Notice, please contact Nick Brett at dataprotection@edinburghsteinerschool.org.uk.

Section 2: Tuesday Notice Newsletter

The school publishes a fortnightly e-bulletin for parents, staff, and friends of the school. It is sent via MailChimp, which stores your name and email address. It provides an overview of activities that have taken place within school, and celebrates the achievements of our pupils and community. It also includes communications for parents concerning school news, reminders about upcoming school events and fundraisers, assemblies and performances.

To consent to the school sending you this e-bulletin, please ensure you mark "Yes" in the 'School Newsletter' section of the ESS Annual Data Collection form (Appendix A). Please also ensure you indicate which particular members of your family would like to receive this by ticking the "Tuesday Notice" box on the ESS Annual Data Collection form (Appendix B).

You can unsubscribe from the bulletin at any point, by clicking the link at the bottom of every Tuesday Notice we send out, or by contacting communications@edinburghsteinerschool.org.uk

Section 3: Class Email Lists

Edinburgh Steiner School provides families with class email lists so that they can contact each other regarding transportation, play dates, and to assist parents and convenors with organisation of school events. We would like to continue doing this but we respect that some families may not wish to have their information included.

Each class list includes the following disclaimer:

This class list is provided solely to the families of students in this class. Please respect the privacy of all. The following information is to be used exclusively for supporting friendships between pupils (e.g. play dates and parties) or school business (e.g. Christmas Market).

This list is not to be released to anyone outside the school, nor is it to be used by anyone in the school for purposes that do not relate to school.

Class lists are distributed by paper copy to a limited circulation list as noted. The following information is included in the class list, according to whether parental consent has been given:

- Child's first & last name
- Name of mother/father/guardian
- Mother/father/guardian email addresses

Please be aware that some parents communicate using their work email address, and such emails may be viewable by their employers. If you are happy for sharing the above noted class list information within classes, please indicate your consent on the ESS Annual Data Collection (Appendix A) form.

Section 4: Taking, Storing & Using Images of Children Policy

Edinburgh Steiner School is an open and inclusive community which is proud of our pupils in their academic, artistic and sporting endeavours.

Parents and guests are welcomed to our concerts, plays and sporting events, as well as to more formal occasions during the school year. Prospective parents and pupils also visit us for our regular Open Tours. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. Our website and social media channels are updated regularly, and parents are sent an e-bulletin reporting on news of our active community.

Parents who accept a place for their child at Edinburgh Steiner School are invited to agree to the school using images of their child and information relating to his or her achievements for purposes outlined below. The consent form that we use for this purpose is attached at Appendix A. Your consent is valid for eight years from the date of your latest consent. The consent will automatically expire after this time.

Use of images: displays etc

We will only use images and video of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;
- Communications with the school community (parents, pupils, staff, trustees and alumni) via the school's website, social media channels (Facebook, Twitter, LinkedIn) and electronic mail;
- Marketing the school both digitally by website, by prospectus, by displays at educational fairs and other marketing functions (both inside the UK and overseas), supplying to local and other relevant media, and by other means;
- Video recordings and photos are used as evidence of pupils' development, as a teaching and coaching aid, performance development and other educational uses;
- Images contributing to the history of the school, its children, activities or the community, may be retained indefinitely.

Images which we use in displays, on our website, and the school social media channels

We only use images and video of school activities, such as plays, concerts, sporting fixtures, school trips etc. in their proper context. We never use any image or video that might embarrass or humiliate a pupil. We use interested pupils as photographers of school events. Pupils are always properly supervised when professional photographers visit the school.

We will not publish personal details or full name of any pupil in an image or video on our website, school prospectus, social media, e-bulletins or any other of our printed publications. When images are used, pupils will not be identified by name in the accompanying text or caption. Conversely, if we name a pupil in the text, we will not use their photo to accompany the article.

If there is good reason to make an exception to this (e.g. the pupil has won an award), then specific parental agreement would be obtained on each occasion.

Storage and review

Only School equipment is used to record images and files are transferred to the School server, so they can be deleted from the device as soon as possible. Our images are stored securely in a password protected section of the marketing drive and can only be accessed by a restricted number of staff. They are reviewed regularly and deleted when no longer required.

Media coverage

From time to time we invite the press to attend an event in which our pupils are participating, and will ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from any photographs.

Where consent has been given, photographs of pupils are published in e-bulletins, on the school's website and social media channels and released to the media to promote specific events and achievements. We will always complain to the Independent Press Standards Organisation (IPSO) if the media fails to follow the appropriate code of practice for the protection of young people.

School Photographer

Class photos are taken annually, usually during the summer term. Parents will be notified in advance of the photographer's visit and will be sent proofs of the photos and given the option of purchasing them. Copyright on all such photographs is retained by the photographer.

Staff induction

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children, and are provided with a copy of this document.

Use of cameras and recording equipment by parents and guardians

Parental use of mobile phones, cameras and other technology can only be for personal use and material should not be put into the public domain, e.g. uploaded onto any social media channels. Parents are welcome to take photographs and films of their own children taking part in sporting and outdoor events. However, we ask parents not to take photographs of other pupils on their own, without the prior agreement of that child's parents.

Flash photography can disturb performers and the audience or even cause distress for those with medical conditions; we therefore ask that it is not used.

For plays or concerts, parents are not allowed to take video recordings or photographs unless prior permission is obtained from the event organiser in order to avoid undue child protection risks, to protect copyright and for the consideration and courtesy of others. Recordings of some plays and concerts are made available via the school's website and social media channels.

Use of cameras and recording equipment by pupils

Pupils are not allowed to use personal devices in school for the purpose of taking photos or video footage, unless being used as a learning resource. This includes personal mobile phones. The exception to this is during an offsite visit or residential trip, where pupils may take photos for their own personal use only. Accompanying staff will provide guidance on appropriate photography and are responsible for monitoring pupil use of cameras and phones on residential trips; parents are also responsible for the subsequent re-use of images.

Section 5: Pupils' School Work

We believe it is important to celebrate our pupils' achievement, but we recognise that any original work that our pupils create, be it a story, a picture, a sculpture, a film, is owned by them but kept for school use.

Pupils' work is displayed in classrooms and around school. From time to time we publish pupils' work in School publications, on our website and social media channels, and external media, to highlight their accomplishments within the School community, and to promote the work of our School in the wider community. Pupils' schoolwork will appear in an educational context, and all material published online and in print will be subject to an editing process, which will include the correction of spelling and grammatical errors.

For privacy purposes, the pupil's work may only be identified by using the title of the work, or the pupil's first name or class.

We ask that you grant permission in order for your child's work to be shown in this way. Such permission is limited to restricted educational, marketing and administrative purposes only. Pupils will continue to own the copyright on any artistic and literary work published. Most work (but not examination scripts and coursework) will be returned to pupils when it is no longer required.

Section 6: Nut Allergy Policy

After consulting with parents of nut-allergic children in the school and taking advice from the Anaphylaxis Campaign, we have devised a policy aimed at reducing, as much as possible, the risk of exposure for those children who are severely allergic. This policy does not ban nuts and seeds across the whole school community.

Kindergarten

The Kindergarten will, as far as possible, be nut and seed free. This includes all food provided by the Kindergarten, all packed lunches at Kindergarten afternoon care and all food brought in to share. However, the school cannot guarantee that food bought in from suppliers will be free from nut traces.

Lower and Upper School

Food provided by the school for consumption by pupils during school hours will not contain peanuts, pine nuts, tree nuts and sesame seeds as ingredients. This means school lunches and food provided at school festivals. However, the school cannot guarantee that cross contamination has not occurred at the source of the suppliers of our ingredients. We strongly discourage the use of nuts and seeds in baking for cake stalls but cannot guarantee that any produce prepared off the premises will be nut free.

Children in the same class as a pupil with a severe nut allergy will be required to keep packed lunches and shared food free of all nuts and seeds. They should also never bring food obtained from cake stalls or the Friday market into their classrooms. This will be communicated directly to the parents and pupils in these classes by the class teacher.

Packed lunches of all children attending afternoon care must be free of peanuts, pine nuts, tree nuts and sesame seeds.

NB: Food "free from nuts and seeds" means whole nuts and seeds as well as food containing nuts and seeds as ingredients. It does not include food which is labelled with "may contain traces of nuts or seeds".

All of you will be aware that some people have such a severe reaction to nuts that even the most minute amount inadvertently transferred from one surface to another (a child's hand to a friend for instance) could mean a life-threatening allergic reaction that requires emergency medical treatment.

Parents of a severely allergic child must provide the school with a letter signed by a consultant outlining what the child is allergic to and what treatment is necessary in an emergency. This needs to be updated every year. An allergic child needs to feel safe at school. To reduce the risk of an allergic reaction occurring, we are asking for your cooperation with the above policy.

Section 7: Annual Data Collection - Communication Preferences, Emergency Contacts & Medical Consent

Once completed, this double-sided document provides the school with the medical and contact details that are needed for pupils attending all trips and visits. Please ensure you complete the form in full, paying specific attention to emergency contact details and telephone numbers.

In the **Parent/Guardian Contact Information** section, please ensure all persons who have parental responsibility for the pupil are included, even if they do not live with the pupil. You can also indicate in this section how communications should be directed to each parent/guardian:

- **Billing:** Communications relating to fees, outstanding balances, bursary communications etc.;
- **Correspondence:** Includes day-to-day communications by letter and email, such as notification of parents' evenings, events, school trips, lunch and clubs forms etc.;
- **Parent Portal:** A secure online portal that allows you to view personalised parental information such as attendance, academic reports, documents, forms and more.
- **Tuesday Notice:** The school's fortnightly newsletter (See section 2 above).

In the **Emergency Contacts** section, please indicate the order you would like parents/ guardians to be contacted in an emergency, adding additional contacts to ensure there are at least THREE contacts listed. You may also indicate if you consent to any of these emergency contacts collecting your child from school, in the event we are unable to contact you. If staff are unsure of the collecting adult's identity, they may ask for identification.

It is the responsibility of parents to:

- **Ensure you have permission to share the contact information of any emergency contacts listed;**
- **Complete the form before your child attends any off-site activities;**
- **Notify the school if there are changes in contact information (change of address etc);**

- Notify the school as they arise if there are changes to medical/health details, dietary requirements, etc.;
- Notify the school of any change to any aspect of parental responsibility.

Section 8: Medical Information and Homeopathic Remedies

Medical information consent

Parents or guardians have prime responsibility for their child's health and should provide the school with accurate and up-to-date information about their child's medical conditions. Consequently, the school requires that parents complete a Data Collection and Medical Consent Form (Appendix B) for their child to enable School Staff to administer appropriate support and first aid treatment as required by each pupil, as well as consent to seek emergency medical, dental or surgical treatment should the need arise.

We also ask that parents give permission for medical information to be shared with appropriate School Staff, the NHS and emergency medical services as required.

Homeopathic remedies

From time to time pupils suffer from stomach upsets, sore throats, headaches and other minor ailments whilst at School. At this school we do not administer analgesics, unless prior parental consent has been given (see Section 9). The school's first aid resources include a small range of natural and homeopathic treatments as a supportive measure for pupils whose parents wish homeopathic remedies to be used for their child should the need arise at school. The provision of these remedies is no more than would be expected of the School discharging its *in loco parentis* duty of care.

The homeopathic remedies currently available in school are:

- Arnica tablets (x 6) (for bruising)
- Arnica Cream/Lotion/Spray (for bruising)
- Combudoron Lotion/Spray (for the relief of insect bites)
- Calendula Salve (for cuts, grazes)
- Rescue Remedy (for shock, distress, accident)

Homeopathic medicines will only be administered as required and at the discretion of school staff, to those pupils in classes 1 to 12 whose parents have given their permission on their child's Data Collection and Medical Information Form. Where parental consent has been given, only a remedy from the list above will be administered.

Section 9: Medication Policy

Ideally, the administration of medication should be administered by parents. Whilst there is no legal duty requiring staff to administer medicines, we will endeavour where possible, to accommodate requests from parents to help in administering medicines to children during the school day when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), or when they are recovering from an illness. Parents are also welcome to make arrangements to come in during the school day to administer medication to their child themselves.

All forms referred to below (Form 1, 2, 3a and 3b) are available from the School Office.

School-Administered Medication

Medication will only be administered with parental authorisation. If your child requires medication on a regular or emergency basis (excluding asthma medication, see section below), parents must complete **Form 1: Parental agreement for school to administer medicine.**

This form indicates what medicine(s) are to be given and for how long, and supply the relevant medication. Each item of medication must be in its original packaging, clearly labelled with:

- Pupil's name and class
- Name of medication
- Dosage and frequency of administration
- Storage requirements (if important)
- Expiry date

The school will keep records of all medication administered. **The school will not give a pupil under 16 aspirin unless prescribed by a doctor.**

If a pupil refuses to take any medication, the school will not force them to take it. The school will inform the parents as soon as possible if this occurs.

Self-management of medication

If a parent considers their child to be responsible enough to carry and administer their own medication they may do so. If pupils can take their medicine themselves, staff will generally only need to supervise this and, if appropriate, record the dosage, time and date of administration.

Parents wishing their child to carry and administer their own medication should complete **Form 2: Parental request for medication to be carried and self-administered by pupil in school.**

Asthma

Parents should notify the school if their child has asthma or viral wheeze, by ticking the relevant box on the pupil's Data Collection and Medical Consent form. In addition, unless the pupil requires an Individual Health Care Plan, parents should also complete either:

- **Form 3a: Asthma consent form, including use of school's emergency salbutamol inhaler, for pupils in Class 4 and up (for pupils able to self administer their inhaler),**
OR
- **Form 3b: Asthma consent form, including use of school's emergency salbutamol inhaler for pupils up to, and including, Class 3 (and older pupils unable to self administer their inhaler).**

Medication on School Trips

Where medication is required for a pupil on a school trip, an adequate amount for the entire visit must be provided in its original packaging, labelled with the pupil's name, the name of the medication, the condition which it treats, and the appropriate dosage and route of administration.

It is the responsibility of parents to:

- **Notify the school in writing if the pupil's need for medication has ceased.**
- **Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.**
- **Collect any medication held at the end of each school year, and dispose of any expired medication. School staff will not dispose of medication.**

Section 10: Consent for School Trips and Activities

Edinburgh Steiner School is committed to providing all pupils with opportunities to learn and develop through participation in school trips and other outdoor and off-site activities. There are four categories of visits:

1. Routine off-site visits

These visits are routine day activities and an accepted part of the curriculum. Routine visits are to local venues within the city boundary, involve easily managed activities, which are completed within regular school times. Examples include: a short walk with the teacher, using Harrison Park during PE lessons, visits to museum, art exhibitions.

Parents will be advised about the general plans for routine and expected visits. However, you will not necessarily be informed every time your child goes outwith the school. Parental consent for these visits is given via the ESS Annual Data Collection form (Appendix A) which is issued at the beginning of each new session.

2. One-off day visits and activities - low risk

These visits are single "one off" day visits, a programme of visits, or extra-curricular visits that take place offsite but with no element of adventurous activities. Examples include: visits requiring use of transport (hired coach/minibus or public transport), visits to museums, theatre performances and other places of interest, sports fixtures, after school clubs (away from base).

Parental consent for these visits is given via the ESS Annual Data Collection form (Appendix A), but the School will always give parents prior notice of each visit by email or a letter home, which will include venue and travel arrangements.

If there is a charge for any such outing/activity you will always be asked in writing to pay in advance. You can notify the School if you do not want your child to take part in any particular school trip or activity. In this instance, please let their Class Teacher/Guardian know in writing.

3. Day visits and activities - higher risk

For all visits outwith the city boundary, adventurous activities (e.g. hill-walking, cycling, skiing), and visits to hazardous environments (e.g. coastal visits; natural water swimming; remote locations; farm, agricultural and animal visits), specific trip consent will be requested from parents.

4. Residential and overseas trips

If your child is required to spend the night away from home as part of a School residential trip, you will be asked to sign a separate permission form which will include detailed information, travel arrangements, behaviour code, any payment required, and risk assessment where applicable.

If your child is participating in an overseas school trip, we request that the parent signing the permission form has obtained the consent of any other person with parental responsibility for your child.

Supervision

Pupils are always accompanied by sufficient adults in order to ensure they are looked after in line with staffing ratios in our educational visit policy, and as identified as part of the risk assessment process.

Insurance cover

Edinburgh Steiner School has in force a Travel Insurance Policy which covers pupils taking part in school trips and excursions. In the event of an accident, the policy covers medical expenses, and travel and accommodation costs to parents of visiting their children if they are detained in hospital away from home. Parents will be responsible for any costs not covered by insurance or free at point of use healthcare. A summary of the insurance policy and its exclusions will be issued to parents by the trip organiser prior to travel. It is the responsibility of the parents to ensure pupils have a valid EHIC card prior to travel in Europe.

***** Special situations may arise during the school year where a separate form may be utilised for parental consent. *****

PLEASE KEEP THESE INFORMATION PAGES FOR FUTURE REFERENCE

If situations arise that cause you to be concerned about your child's privacy or safety, with respect to the potential use(s) of his or her personal information as outlined above, please contact the school office immediately to make changes to your permissions.

You may withdraw or change any consent, by contacting the school office in writing or emailing office@edinburghsteinerschool.org.uk.