

William Cassidi C. E. Aided Primary School
Consent Form For School Trips And Other Off-Site Activities

The Department for Education (DfE) has issued guidance to schools on parental consent for off-site activities. From September 2012 written consent will not be required for pupils to take part in off-site activities organised by the school (with the exception of Nursery children) as most of these activities take place during school hours and are a normal part of a child's education.

Written consent will only be requested for activities which need a high risk management or will take place outside school hours. The DfE has prepared a consent form which schools can ask parents to sign once on entry at school, however at William Cassidi it is our policy to ask for consent on a yearly basis. This will cover a child's participation in many types of activities throughout their time in the school year. These include academic visits, sporting activities and fixtures, religious, cultural and social visits. Parents will still be informed of visits and arrangements this will give parents the opportunity to withdraw from an activity.

Please sign and date below if you consent to your child:

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity

Please note the following:

- The trips and activities covered by this consent include: all visits and activities which take place during the school day.
- The school will send you information about each trip or activity before it takes place which will ask for any changes in emergency contact numbers and current medical information.
- You can, if you wish, inform us in writing that you do not want your child to take part in a particular trip or activity.
- In line with GDPR data gathered will be stored securely at school, taken on the visit, and retained for the academic year. This time may be extended due to queries about the activity or accidents which may occur during the activity.

Name of child: _____

The child's date of birth: _____

Name of parent/carer: _____

Relationship to child: _____

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Emergency contact numbers: _____

Signed: _____

Date: _____

**William Cassidi C. E. Aided Primary School
Annual GDPR Data Consent Form**

Dear Parent/Carer,

At William cassidi C.E. Aided Primary School we sometimes take photographs of children. We use these photographs to record your child's achievements, participation in activities and to record their work. We also use these images in their workbooks, on displays in their classroom, around school and in our newspaper as well as on the class e-schools page and occasionally on our website.

We would like your consent to take photographs of your child and use them in the ways described above. If you are not happy for us to do this we will accommodate your preferences. Please tick the relevant box (es) below that you give consent for and return this form to school as soon as possible.

- I am happy for the school to take photographs of my child ☐
- I am happy for photographs of my child to be used in their books and around school ☐
- I am happy for photographs of my child to be used in our school newspaper ☐
- I am happy for photographs of my child to be used on their class e-schools page ☐
- I am happy for photographs of my child to be used on our school website ☐
- I am happy for photographs of my child to be used on our school Facebook page ☐
- I am happy for photographs of my child to be taken during school activities and events off site for example sporting events, performances and educational visits:
- By the school ☐
- By third parties (organisers of events) ☐
- I am not happy for the school to take or use photographs of my child ☐

If you change your mind at any time, you may let us know by emailing school, writing a letter or by coming into the school office. If you have any queries please contact us.

Why are we asking for your consent again?

You will be aware that new data protection rules came into effect from 25th May 2018. To ensure we are meeting the new requirements we are re-seeking your consent. We value using photographs of your child to showcase what they do in school and to show what life in our school is like, so we would greatly appreciate you taking the time to give consent again.

Name (s) of Children:

Parent/Carer's name:

Signature:

Date:

Please note: Children's books will be sent home at the end of the academic year in which the books are completed. Photographs will be deleted/removed from storage/display at the end of the academic year in which the child leaves our school unless specific consent is sought for retention and use in school. The school does not use photographs of pupils in our computer systems for identity management. Photographs of pupils with specific medical conditions are displayed in the staffroom (which has limited access and is not a public area) to ensure all members of staff are aware of each child's medical needs. Printing and photocopying takes place via a networked computer system or standalone systems not in public areas. The school does not utilise any forms of biometric regulation systems (finger print technology for use in a library or for school lunches) should any system be introduced consent would be sought.