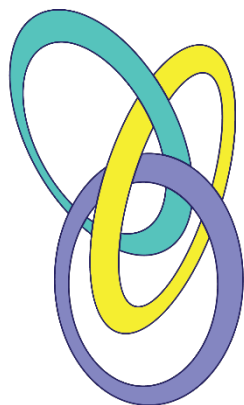


Sperrin Integrated College



S P E R R I N
INTEGRATED COLLEGE

MAGHERAFELT

School Policies for Parents/Guardians

GDPR Data Protection Policy

EXECUTIVE STATEMENT

At Sperrin Integrated College (the 'School'), we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information and how (and when) we delete that information once it is no longer required.

We will review and update the data protection policy (the 'Policy') regularly in accordance with our data protection obligations.

Any queries in relation to this Policies and our Data Protection Policy or any of the matters referred to in it should be submitted to the Principal.

The Data Protection Policy and Privacy Notices are available on the school website.

Important Child Protection Information For Parents/Guardians

Designated Teachers for Child Protection are:

Designated Teacher:

Mrs D Chambers
Vice Principal

Deputy Designated Teacher:

Mr D Davies, Mr Small & Mrs
Monaghan

Mrs Heron will be informed of all issues relating to Child Protection

Sperrin Integrated College recognises that we have a pastoral responsibility towards our pupils and we recognise that our pupils have the fundamental right to be protected from harm. We are committed to do whatever is reasonable to safeguard and promote our pupil's safety and wellbeing.

What is abuse?

Abuse may be the result of a deliberate act or a failure on the part of a parent or carer to act or to provide proper care or both. The abuse may take a number of forms including: neglect, physical injury, sexual or emotional abuse. Very extreme and persistent bullying may be defined as abuse. ***(See Anti Bullying Policy)**

Significant Harm

The school is aware that sometimes a child whose own behaviours such as alcohol consumption, consumption of illegal drugs or sexual activity whilst placing a child at risk of significant harm, may not necessarily constitute abuse as defined for the purposes of our policy.

If a parent/guardian is the alleged abuser, then Social Services/PSNI will discuss with the school how the parent will be informed.

Prevention and Safeguarding

The school has a 'Child Protection' ethos and has structures in place that offer protection to children.

Safeguarding includes:

- Pupil awareness of personnel whom they can turn to if they have concerns
- Curriculum provision that promotes self-esteem, self-worth and personal protection
- Clearly understood Code of Conduct and training for all staff (Teaching and Non-Teaching)
- Vetting Procedures for all volunteers involved in school activities
- Board of Governors monitoring Child Protection issues
- Designated staff specifically trained in Child Protection and who deal with matters regarding safeguarding.

Procedures for Response if a disclosure is made

Staff will:

- Listen to the child
- Explain to the child what they (the staff member) has to do and to whom they have to speak to

- Reassure the child
- Refer the matter to the Designated Teacher
- Record Information
- Respond by either referring the matter to Social Services, PSNI, or other support services. School staff are not involved in the investigation process.

NB. A parent will be informed at the earliest stage (if they are not the alleged abuser)

A full copy of the school's Child Protection Policy is available on request from the School Office

Sperrin Integrated College
39 Pound Road
Magherafelt
BT45 6NR
028 79634177

Parental Consent Form

For Use of Biometric Information in School

Name of Child (ren) 1. _____
2. _____

I/We _____ (Name of Parents) have read the guidance provided, and give consent for Sperrin Integrated College to take and use my biometric fingerprint as part of the automated biometric recognition system. This information will be used by Sperrin College for the purposes of accessing catering services only

- In Signing this form I/We am authorising the school to use your child(ren's) biometric information for this purpose until they either leave school or cease to use the system.
- If I/We withdraw consent, this will be done in writing and sent to the school Principal.
- I/We understand that when my/our child (ren) ceases to use the biometric information will be securely deleted by Sperrin College.
- I/We understand that this consent is valid for the duration of your child's registration at Sperrin College.
- I/We understand that consent can be withdrawn at any time in writing.

Name of Parent(s) _____

Signature: (s) _____

Date: _____

Internet Access Acceptable Use of the Internet Policy

To achieve the most success from the use of our ICT systems staff will provide the following for pupils:

- Lessons on how to use the Internet in a positive and safe manner.
- Ensure all Internet activity is appropriate to the student's education;

- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden and so will be dealt with accordingly;
- Copyright of materials must be respected;

- Use of the network or Internet to access, copy or print inappropriate materials such as pornographic, racist or offensive material is strictly forbidden and will be dealt with immediately.

Pupils are responsible for good behaviour on the Internet just as they are in the classroom. General school rules apply. In addition, a number of rules relating to use of the Internet also apply.

Sperrin Integrated College implements a filtered Internet and e-mail service provided by C2K (NI managed service). This email service is provided to all Key Stages.

Students at Sperrin must know and understand that no Internet user is permitted to:

- Create, retrieve, send, copy or display offensive messages or pictures;
- Use obscene or racist language
- Harass, insult or attack others;
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Use another user's password
- Trespass in another user's folder, work or files;
- Intentionally waste resources (such as on-line time and consumables);
- Access websites that are blocked through the C2K filtering service.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor any Internet sites visited.

Violation of the Internet Responsibility Contract will be deemed as gross misconduct and appropriate disciplinary action will be taken.

Securus Education Policy

We take your child's safety on the internet very seriously. To this end, we are writing to you to bring you up to date with a new software system that we have installed.

Securus Education is a software system which helps us to ensure that our computer network is being used safely. It is used by over 3,200 schools in the UK and many more internationally.

Securus also acts as an educational tool, helping children to recognise unsafe situations and encouraging them to use new technologies responsibly.

Securus alerts staff to any words on our network that would lead us to believe that our very high standards of safeguarding, reflected in our Acceptable Use Policy, might be being jeopardised. Securus is effective both online and offline across all programmes used by the school. Incidents flagged by Securus would include any evidence of bullying, inappropriate language, indicators of emotional distress, and searches for harmful websites and so on.

A screen 'capture' is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place. These 'captures' enable staff to respond to potentially serious or disruptive situations with confidence and with supporting evidence.

The immediacy of this system can help prevent issues from spiralling into something more serious.

We are conscious that the world online can be a very dangerous place so we want to assure you that we have given serious thought to making sure your child's online experiences are safe.

Mobile Phone Proforma

Name of Pupil:.....

I request that the above named pupil be allowed to carry a mobile phone to and from school and agree to the following conditions:

1. The mobile phone will not be used in school for any purpose (Educational or otherwise).
2. The mobile phone will be **switched off** between the hours of 8:30am and 3:25pm.
3. Text messaging is not permitted during school hours.
4. The mobile phone will be carried discreetly at all times zipped up in the inside pocket of the school blazer.
5. The Governors, Principal, Staff and pupils of Sperrin Integrated College will not be held responsible in any way whatsoever for damage, loss, theft or any other mishap that may befall the mobile phone or any other personal electronic/electrical equipment no matter how caused.

Please note:

- Pupils who breach the policy will have their mobile phone confiscated. The teacher will send the phone to the office.
- The school keeps records on confiscations – The **first** time the pupil can collect the phone at the end of the day.
- On the second occasion a parent **must** collect the phone at the school office.
- If a pupil gets his/her phone confiscated **3 times** within the school year, the right to carry a mobile phone will be withdrawn for that academic year.

I agree to all these conditions.

Pupil Signature:.....

Parental Guarantor:.....

Telephone Make/Model:.....

The Parent APP - Data Exchange Policy

To further enhance communication between school and home, it has been decided to introduce the SIMS parent app. This will provide you with the following information about your son/ daughter:

- Attendance summary (morning and afternoon sessions)
- The school diary of events
- Pupil timetable
- Reports on pupil progress

You will receive relevant messages from the school and be able to change pupil details (subject to school approval) e.g. address, phone numbers, medical information, dietary needs etc.

The data available to you as the parent/ guardian is subject to change as further features may be added.

To access the SIMS Parent App you must have:

- Supplied the school with an active email address
- Complete the attached consent slip and return to the school office

You will receive an invitation (via email with instructions) to register using your own Facebook, Twitter, Google, Office 365 or Microsoft account. You should then download the SIMS Parent App from the Apple store or Google Play and sign in with the account you register with or login to <https://www.sims-parent.co.uk> using a web browser.

Summer reports will be available via the SIMS Parent App only, unless a paper copy is requested.

I _____ (print name) request that Sperrin Integrated College will share data relating to _____ (pupil name) via the SIMS Parent App.

Email address for SIMS Parent App _____

Parental Signature: _____ Date: _____

Consent of Policies

All school policies are available on the school website in full. It is advisable to familiarise yourself with these policies. The information below will be kept within the school office for future use.

Consent For	Information	Please tick to give consent
Student Photograph	Throughout various activities within the College, photographs will be taken for example for Social Media or the school prospectus.	
Relationships and Sexual Education	As part of the statutory component of the Personal Development curriculum, pupils will have access to Relationships and Sexual Education.	
Internet Access – Acceptable Use Policy	All pupils are given access to a c2k account.	
Data Exchange	Approval of the College using your data for the parent app – see policy.	
Securus Education	Software programme used to ensure computer network is being used appropriately.	
School Visit	Confirming permission for your child to participate in school trips including sporting activities and PE trips.	
Biometric Finger Print System	Biometric system is used within the school canteen.	
Mobile phone policy	Mobile phones are not permitted to be used or visible during the school day – see policy.	

Please complete the Consent Form below.

I/We give permission for consent to the above to be recorded and included in the school records as listed above.

Pupil Name:

Parent Name:

Signature of Parent:

Date of Signature: