

HARTFORD PRIMARY SCHOOL

ACTIVITIES & EDUCATIONAL VISITS CONSENT

Parental consent will be required to enable your child to take part in any offsite activities offered by school. Normally you will need to provide your consent via ParentPay (our online payment system), where the relevant trip or event will be linked to your child. The exception to this would be a sporting event where a letter will be sent home with your child providing the details of the event and asking for you to give permission by completing a reply slip.

FOOD ALLERGIES

To enhance their learning, the children may have the opportunity to taste different foodstuffs throughout the year. For example different types of fruit or different foods from other countries or cultures.

To keep your child safe please indicate, on the following form, any food allergies they may have. This will enable us to plan around any allergies so every child can join in with these exciting opportunities.

PERMISSION TO ADMINISTER CALPOL AND PIRITON

There may be times when we feel it is appropriate to administer pain relief or anti-histamine to your child. Before we do this we will contact you by phone to inform you. Please complete the following form to give your written consent for us to administer this medication.

PERMISSION TO ADMINISTER EMERGENCY ASTHMA INHALER

There may be times when we feel it is appropriate to administer the emergency salbutamol inhaler. This will only be used for children whom we have written parental consent and is only for children who have either; been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Please complete the following form to give your written consent for us to administer this medication if relevant.

INTERNET ACCEPTABLE USE AGREEMENT



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

To keep me safe whenever I use the internet or email, I promise...

- ✓ To keep my usernames and passwords private and not to use anyone else's.
- ✓ To keep all personal information private.
- ✓ To block unknown links and attachments by not opening anything that I do not trust.
- ✓ To report any messages or internet pages that are unsuitable or upsetting.
- ✓ To tell someone I trust if someone asks to meet me offline.

When using ICT equipment in school...

- ✓ I understand that my behaviour will be checked.
- ✓ I will not play games unless I have permission.
- ✓ I will not open, copy, delete or change anyone else's files, without their permission.
- ✓ I will be polite and think carefully about how I talk to others online and what I say about them. I only say things online that I would say to somebody in person.
- ✓ I will not take, copy or send pictures of anyone without their permission.
- ✓ I will not try to upload, download or open any files, programs or websites which are unsuitable or illegal.
- ✓ I will only install programs or change the settings with a teachers permission.
- ✓ I will not copy other people's work and pretend it is my own.
- ✓ I will check that information I use from the internet is from a trusted website.

If I break these rules...

- ✓ I understand that these rules have been set to ensure my safety online. If I break these rules I may lose my rights to use the schools ICT equipment until the issue has been resolved with the teacher who is responsible for computing.

HARTFORD PRIMARY SCHOOL

USING IMAGES OF CHILDREN

Occasionally, we take photographs of the children at our school. Mostly we use these images to display children at work in the classroom, e.g. a practical science lesson or drama, and you will have seen these around school. We may use these images in our school prospectus or in other printed publications that we produce as well as on our website. These images are stored on a computer in school.

From time to time our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event. Children will often appear in these images, which may appear in the local or national newspaper or televised news programme.

Before we use any of the photographs we take, we need written consent in order to comply with the Data Protection Act 1998. Please answer the following questions then sign and date the form and return to the school office.

**PLEASE READ THE CONDITIONS BELOW BEFORE SIGNING THE CONSENT FORM.
WE CANNOT NOT ACCEPT UNSIGNED FORMS OR FORMS
SIGNED BY CHILDREN.**

CONDITIONS FOR USING IMAGES OF CHILDREN

1. The form is valid from the date of signing until your child leaves Hartford Primary School. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school; any images held will be erased at this time.
3. We will not use the personal details or full names (which means first name and family name) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our printed publications without express written parental consent.
4. We will not provide the personal details or full names (which means first name **and** family name) of any child or adult to the media without express written parental consent.
5. We will not include personal email, postal addresses or telephone numbers on video, on our website, in our school prospectus, in any of our printed publications, or provide them to the media.
6. If we use images of individual children, we will not use the full name of that child in the accompanying text or photo caption without express written parental consent.
7. If we name a child in the text, we will not use a photograph of that child to accompany the article without express written parental consent.
8. We may include pictures of children and teachers that have been drawn by the children.
9. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas puddings”.
10. We will only use images of children who are suitably dressed to reduce the risk of such images being used inappropriately.

HARTFORD PRIMARY SCHOOL

CONSENT FORM

FOOD ALLERGIES

Child's name: _____ Class: _____

My child has the following allergies and I've attached a copy of the relevant health care professional's diagnosis letter to confirm this (this is required to establish whether a Health Care Plan needs to be written to support your child whilst they are in school):

ADMINISTRATION OF CALPOL AND PIRITON

I give permission for the school to administer Calpol and Piriton to my child. I understand that I will be contacted by telephone before any dose is administered.

Parent's signature: _____ Date: _____

ADMINISTRATION OF EMERGENCY ASTHMA INHALER

I give permission for the school to administer the emergency inhaler to my child if required (only relevant for children diagnosed with Asthma and prescribed an inhaler/reliever inhaler). I understand that I will be contacted by telephone if any dose is administered.

Parent's signature: _____ Date: _____

INTERNET ACCEPTABLE USE

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet. Both myself and my child understand the need for them to abide by the policy.

Parent's signature: _____ Date: _____

USING IMAGES OF CHILDREN

Please circle one answer

Are you happy for your child to appear in the media?	YES / NO
May we use the child's image on our website?	YES / NO
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?	YES / NO
Permission for School Photographer to take your child's photograph?	YES / NO
Permission for your child's image to appear on Twitter?	YES / NO

Signature of parent: _____ Date: _____