

St Martin's Primary School

Route des Coutures

St Martins

GY4 6HN

Tel: 01481 226060 Email: SMP.office@education.gg



Permissions Booklet 2024/2025

- Photo, video, and media coverage
- Use of the Guernsey Integrated Learning Environment and the internet/Computing acceptable use policy
- Off-site activities and immediate medical treatment
- Data Protection
- Sun Safe
- School Apps for learning



ABOUT THIS BOOKLET

Dear Parent/Carer

We would be grateful if you could carefully read through this booklet, tick the appropriate boxes and then return the signed permissions to the school office or your child's class teacher as soon as possible so that we can file it securely. These permissions will be applicable from the day your child starts at St Martin's Primary School until they leave us.

You are within your rights to withdraw your consent for any of the permissions in writing at any time.

In relation to Data Protection and storage of your personal data, St Martin's Primary School is fully compliant with the Data Protection (Bailiwick of Guernsey) Law, 2017. If you would like a copy of Data Protection Policy this is available on the States of Guernsey website <https://www.gov.gg/DP>, email data.protection@gov.gg or tel 220012.

The Computing Acceptable Use policy also requires your child to 'sign' the slip showing that you have read and explained it to him/her.

We have tried to group as much of the detail about regular activities requiring your permission in one booklet so that it can be considered and signed when your child enters the school and lasts for their time with us.

If there are any significant changes during that time we will inform you of them.



Mrs C Giles
Headteacher



USE OF SCHOOL PHOTOGRAPHS FOR WEB-SITE/MEDIA PUBLICITY/SCHOOL DISPLAYS AND PUBLICATIONS

From time to time the media, such as Channel Television and the Guernsey Press, approach the school in order to take photographs or film activities that are taking place or to provide a background for stories that are running.

Usually we are contacted prior to their visit so we can decide whether a particular activity or event is in the best interest of the school or the children.

We use Class Dojo application which is a platform that allows pupils, teachers and parents to connect, support and develop pupil skills. You can see all of your child's feedback from teachers and see photos and videos from the class. You will be able to see your child's classwork on their own Student Story. You can also keep updated about school news and events along with important announcements and updates.

All of your child's information is kept safe on ClassDojo and only they, their teachers, and you as their parents can see their information and access Class Dojo as it is password protected.

The form at the end of this document is to seek your permission for when such publicity may occur. We also seek your permission to use suitable photographs or film clips for the school website, school displays and other school publications.

School Photographs – Each year a private company (John Fitzgerald Photography) come into the school, usually at the end of October to take individual school photographs of your child/children. The photos are uploaded onto the School Information Management System (SIMs) so that children can be easily recognised by staff and a photo of them also goes on to the Whole School Photograph wall. These images will also be uploaded on to the John Fitzgerald Photography's secure website and you will be issued with a secure code to gain access to your child's photograph enabling you to buy this photograph from them if you wish.

PERMISSION FOR OFF-SITE ACTIVITIES AND IMMEDIATE MEDICAL TREATMENT

As part of our curriculum children are taken from school to local places of interest to study and broaden their experiences. These include journeys to the Library, Museums, Beau Sejour, St James, the Performing Arts Centre and other similar locations. Visits are always carefully organised and well supervised with risk assessments being carried out prior to departure.

To save a great deal of administrative time, we would be grateful if you could sign the slip below giving general permission for your child to go on such journeys. Unless we are instructed otherwise, this permission will apply throughout the time that your child is at St Martin's School.

Further details will be given to you prior to each visit.



A separate consent form and the opportunity to meet with the teachers and ask questions will be made available for activities such as school camp or trips away from the island.

We also need consent for your child to receive immediate medical treatment as a result of an accident or through illness during an off-site local visit. Please continue to inform us of any changes to existing or new medical conditions that affect your child. If there have been any changes, please detail these on the slip at the end of this document.

SUN SAFE

Whilst we recognise that some sun is good for us, Sun Safety is an important health and safety issue for schools. Children spend almost half their childhood at school, with approximately 8 hours per week spent outdoors. During the warmer months of the year children are exposed to UV radiation from the sun, the majority of which is when UV penetration is strongest (between 11.00am and 3.00pm). Without adequate protection, a child's delicate skin can easily burn this can cause accumulative and irreparable damage that could significantly increase their risk of developing skin cancer in later life.

The good news is that skin cancer is almost entirely preventable and with parental support, simple steps can be undertaken to ensure that your child is protected and can enjoy the sun safely.

Parental support will play a vital role in our efforts to implement effective control measures particularly with the provision and/or application of sunscreen and sun hats. It will of course be necessary to take a practical approach toward the application of sunscreen. Children are strongly encouraged to apply their own sunscreen with assistance provided only where necessary to younger or less able pupils, unless otherwise instructed by the parent. Parents can provide valuable support in this respect by providing their child(ren) with additional guidance and practice on how to apply their own sunscreen effectively, with minimum mess!

We are pleased to inform you that our school will be providing sunscreen for all pupils. The Sunscreen is Stokoderm Sun Protect 50 Pure. Any parents/carers who would be keen to 'patch test' their children or check the ingredients will be able to do this by asking for a sample at the office.

It is recommended that parents also apply sunscreen before school during summer months. However, please note that your child will still need to reapply their sunscreen at school to ensure protection during peak UV hours (between 11.00am and 3.00pm).

We would ask that all children come to school with a named sun hat during the summer months. This should be wide brimmed or peaked and if possible legionnaire style covering the ears and neck.



DATA PROTECTION (BAILIWICK OF GUERNSEY) LAW, 2017 – CONSENT TO PROCESSING

As I am sure you are already aware, the Data Protection (Bailiwick of Guernsey) Law, 2017 ('the Law') came into force on 25th May 2018. The Law is based on the General Data Protection Regulation (GDPR) which also came into effect within Member States of the European Union on 25th May 2018. The purpose of the Law is to ensure that the Bailiwick of Guernsey is providing the same level of data protection to the Island's residents.

The Law brings about a number of additional obligations for organisations who process the personal data of residents of the Bailiwick of Guernsey. These obligations also apply to government, including all of the Island's public schools; therefore the schools are currently undergoing a review of practices in order to ensure compliance with the new Law.

One of the requirements of the new Law surrounds the correct use of "consent" for processing personal data. The Law now states that it must be clearly demonstrable that individuals have provided their consent to processing and must be "opt-in" not "opt-out". The consent must be freely given and individuals must be advised of their right to withdraw their consent to processing at any stage.

The school relies on consent from parents for certain processing including the use of pupil photographs and also for various apps, websites and other systems that are used which are not specifically for educational purposes. As such, and in order to ensure that St Martin's Primary School complies with the new Law, a list of processing activities which require parental consent are detailed below on the consent form.

This consent form will remain valid for pupils throughout their time at St. Martin's Primary School, unless you withdraw your consent to any of the processing at any stage or if the nature of the processing changes.

If you have any questions or concerns regarding the contents of the permissions booklet/consent form, please contact the school direct.

If you have any questions from a data protection perspective, please could you address these to the States of Guernsey Data Protection Team by emailing data.protection@gov.gg.

COMPUTING ACCEPTABLE USE POLICY

St Martin's Primary School has a large amount of computing equipment for the children to use, including laptops, Chromebooks and ipads.

As part of our curriculum, pupils are given controlled access to the Guernsey Integrated Learning Environment (GILE) and the Internet. Before they are allowed to use these facilities it is made clear to pupils that they have a responsibility to follow the school's Acceptable Use Policy. A copy of the Acceptable Use Policy is set out overleaf.



We want to encourage the use of the internet in a safe and purposeful way to enhance our curriculum and prepare children for an ever increasing technological world. E-safety education is an important part of our curriculum and children do need to be protected from some of the content available on the Internet. The Education Department has included filtering software in GILE designed to prevent children accessing unsuitable content on the Internet. **Parents should be aware that if their child is using the internet from home, no filtering is in place unless it is installed in the home computer.**

Class teachers may encourage your child to visit the individual Google Drive accounts from home to develop their learning. Children will often be asked to collaborate on group projects and will be able to communicate with each other through Google Drive.

A permission slip is included with this information (below). Please discuss the Acceptable Use Policy with your child and if you are happy please ask them to sign the slip or sign on their behalf. The Acceptable Use Policy will be shared with children on a termly basis and you and your child will be asked to sign a copy relevant to your child's year group at the beginning of every new academic year.

If anything is unclear, please contact the Head teacher.



PERMISSION SLIP
(PLEASE RETURN TO SCHOOL OFFICE)

Pupil Name: _____

Class/Year: _____

Parent/Guardian Name: _____

Please indicate your consent for the use of student images:

School Photographs (including Fitzgeralds)

School website

School social media

School displays

Class Dojo

Local media*

School Publications

States of Guernsey social media

States of Guernsey publications

* Please note that the use of images by local media organisations will be for school/States of Guernsey purposes only and will not be used for any issues that are of a political nature. If a name is required only the first name will be used.

Please indicate your consent for

Permission for Offsite Trips

Permission for immediate medical treatment*

Sunsafe Policy

***Please complete our medical information sheet (available from school office) if your child has a condition we should be aware of.**



Please indicate your consent by signing below for student and or parent/carer data to be shared with the following educational apps/sites. The apps listed below use data, usually just the first name. If you would like to see more information about these apps/sites, please see the school's Fair Processing Notice on www.stmartins-school.co.uk or contact the school office:

- Class Dojo
- Evolve (electronic accident recording, school trips and local visits)
- Google Suite
- Groupcall Messaging Services
- iMLS (School Library Service)
- Hit the Button
- Rising Stars
- Times Tables Rockstars
- Scratch
- Reading Eggs
- Teach your Monster to Read
- Squeebles
- Numbots
- *New educational apps

*From time to time there will be occasions when the school may wish to add a new app that may use data.

Should you require further information regarding apps please contact the school.

I confirm that I have read the permissions booklet. I understand that I may withdraw my permission to any of the above at any time by contacting the school and making any changes in writing and that the consent will otherwise apply until the pupil leaves the school or until the processing changes.

Signed Parent/Carer: _____

Dated: _____



COMPUTING ACCEPTABLE USE POLICY FOR PUPILS

I understand that I must use school ICT equipment and Google Drive or J2e in a responsible way. This is to make sure that there is no risk to my safety or to the safety and security of others.

For my personal safety:

- I understand that the school will monitor my use of computers and ipads including email and the internet.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person’s username and password.
- I will be aware of “stranger danger”, when I am communicating online.
- I will not tell anyone personal information about myself or others when online.
- When online I will only make arrangements to meet people that I already know in person, and only with adult permission.
- I will immediately report anything online that worries me or makes me feel uncomfortable.

I understand that everyone has equal rights to use technology and:

- I understand that I will use the ICT equipment for educational use only, unless given permission otherwise.
- I will not download or upload anything unless I have permission.
- I will not use the school ICT equipment for online gaming, internet shopping or video broadcasting (eg YouTube), unless I have permission from a member of staff.

I will act as I expect others to act toward me:

- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share images of anyone without their permission.
- I will only share something that I have been asked to share by a teacher or I know that is suitable to share with others.



I recognise that the school has a responsibility to make sure that I am using the ICT equipment appropriately and safely:

- I will only use my personal devices in school if I have permission.
- I will not upload or download or access any materials which are illegal.
- I will immediately report any damage or faults.
- I will not open any attachments to emails, unless I know and trust the person in case they contain viruses.
- I will not use chat and social networking sites.

When using the internet I recognise that:

- I should have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download copies (including music and videos)
- When I am using the internet to find information, I should check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, in and out of school.
- I understand that if I don't follow this policy, disciplinary action will be taken. This may include loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police.

Signed by Parent/carer

on behalf of Pupil:

Name in Block Capitals:

Relationship:

OR

Signed by Pupil:

Name in Block Capitals:

Dated:

