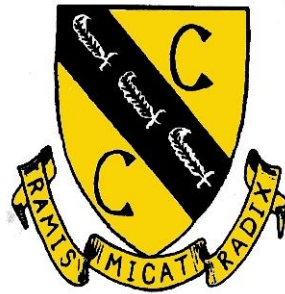


Clarendon Cottage
Preparatory School

GDPR Fair Processing Notice



Created by: A Hartley
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Clarendon Cottage Prep School

New Data Protection regulations (GDPR) come into force on 25th May 2018. At Clarendon Cottage, we only ask for information that is required and necessary for the smooth and correct working of the school and is provided on a 'need to know' basis. All of our data complies with GDPR and we only keep the data we hold for the specific time frame in line with regulations and school requirements. When the data is no longer required, this will be securely destroyed.

This document outlines what data we hold, where it is held and its uses and any changes we have made due to the new regulations.

Admissions

Enrolment form:- name, date of birth, address, contact phone number, names of parents. This information is to enable us to identify each child, place them in the correct year group, for school census' and to be able to contact parents if needs be.

Occupation of parents:- We ask this so that we can make a judgement as to which parent to phone should we need to make a courtesy call.

Religion:- We ask this as this is required on the ISC census. ISC also require place of birth, although this is not currently on our form as ISC are discussing if they are removing it from their census information.

Dietary information/medication/allergies:- To enable us to provide the correct procedures relating to food and any medical requirements.

Emergency contact information:- To enable us to contact a family member/friend should we be unable to get in contact with the child's parent/s.

Admission files are stored in a locked filing cabinet in the Head's office.

Office

All children's contact detail cards – Kept separately from admission files in a small box file to enable office staff to carry them out of the building in the case of a fire or fire drill. – Stored in a locked cupboard.

Fee pads – information of school fees paid/owing. Individual pads. Stored in a locked cupboard.

Registers – Information of attendance – Names of children in each class. Kept in the school office.

Consent information sheets:- names of children who have consent for photographs to be used, any dietary information, permission to apply sun cream, check for head lice. This information is kept by the secretary and the Head. Each class has their own cohort information.

Information passed from other schools – stored in locked filing cabinet in the Head's office.

Staff signing in sheet – First names and signatures – New sheet each day, at the end of each week these are stored in the Head's office.

Visitors records – Required information of name and how many visitors in the case of a fire/drill. Changed to sticky labels, stored in the locked filing cabinet after visitor has left the building.

Birthday list – For children to ring the birthday bell in the morning – changed to first names only, kept in the Head's office.

After school register – changed to first names only, separate sheet per day, stored in a box file in locked cupboard in the office.

Large diary – Information about events of the day – Visitors identified by the time, who they are visiting (name etc is kept in a separate book, stored in the locked cupboard).

Medical Room

List of all the children who have calpol/ibuprofen/inhalers in school and its expiry date. This list is kept inside the medicine cupboard.

Kitchen

List of children who require any dietary requirements - First names only, first initial of surname if more than one child shares the same name. Prep identified so that kitchen staff know which sitting to prepare the food for.

Dietary requirements photo mat (used at the start of the year/new children/new staff) to enable staff to clearly identify children with requirements. Stored in a folder so can't be seen by other staff and only used during eating times. Destroyed once no longer needed.

General School

All children are required to have their uniform/bags/reading folders clearly labelled to enable them to be easily identified if lost. Name can be first name or surname. If both names are provided, this is a parental choice.

Displays – Photos of the children are used throughout the school to promote the curriculum subjects/learning/school roles. Pictures will not be labelled with the children's names.

Commendations folder – Front cover so no names on show. Only first names to now be used.

First aid lists – List of staff that are qualified first aiders – no full names, only title and surname

Staff roles – List of staff displayed in the entrance hall – no full names, only title and surname

EYFS classrooms

Prep 1 class register – full names of children and sessions attended – required for ratio's and fire procedures.

Accident/incident/medicine books – Child's information and information of accident/medicine administered. Separate sheets per child. Stored in cupboard.

Pegs and tray labels- first names only. – To enable children to identify their own peg/tray to store their belongings.

Assessment files – First names on display only. Front page of tracker/All about me booklets stored in a locked filing cabinet in the Head's office in the child's admission folder.

Name cards – To enable children to learn to write their names – Pictures of this activity can be posted on Tapestry, however not on the school’s Facebook if the name of the child can be identified on the picture.

Subject books – names of the children to identify the children’s work.

Reading folders – First names only – teacher records of children’s progress through the reading stages.

Toothbrush bags and folder – ‘We are tooth healthy’ consent forms contained in the folder. Only first names written on the toothbrush bags.

Tapestry App – GDPR compliant

Sun creams – names on to clearly identify who the cream belongs to (allergy risk).

Water bottles – names on to clearly identify who the bottle belongs to (hygiene).

Sticker charts/dojo’s/sanctions procedures – First names will be used, sticker charts and dojo’s used for positive reinforcement. Sanctions - first names used and removed before the end of the day.

Dietary requirements photo mat (used at the start of the year/new children/new staff) to enable staff to clearly identify children with requirements. Stored in a folder so can’t be seen by other staff and only used during eating times. Destroyed once no longer needed.

Allergy sheets – class specific, only initials used, not openly displayed.

Teacher files – planning, observations, observations – No sensitive information stored.

Children’s initials used in evaluations to identify next steps in their learning.

IEP’s/Play plans – information kept in the classroom, school standardised front cover used and name blanked out.

Sport club lists e.g football, gym club – Only have the information relating to the class. Full lists stored in the secretary’s office.

PREP 3-8 CLASSROOMS

Accident/incident/medicine books – Child’s information and information of accident/medicine administered. Separate sheets per child. Stored in cupboard.

Assessment files – First names on display only.

Subject books – names of the children to identify the children’s work.

Reading folders – First names only – teacher records of children’s progress through the reading stages.

Sun creams – names on to clearly identify who the cream belongs to (allergy risk).

Water bottles – names on to clearly identify who the bottle belongs to (hygiene).

Sticker charts/dojo’s/sanctions procedures – First names will be used, sticker charts and dojo’s used for positive reinforcement. Sanctions - first names used and removed before the end of the day.

Dietary requirements list/milk list - Child’s name - to enable staff to clearly identify children with requirements. Destroyed once no longer needed.

Allergy sheets – class specific, only initials used, not openly displayed.

Teacher files – planning, observations, observations – No sensitive information stored.

Children’s initials used in evaluations to identify next steps in their learning.

IEP’s/Play plans – information kept in the classroom, school standardised front cover used and name blanked out.

Sport club lists e.g football, gym club – Only have the information relating to the class.

Full lists stored in the secretary's office.

House point lists – names of children in each house to enable teachers to award the correct 'houses' the correct amount of housepoints. Class specific, full lists in office and Head's office only.