



Learning together,  
building for the future

## Kirkistown Primary School Data Capture Form

### Child's Personal Information

Surname		
Forename(s)		
Preferred Name		
Gender		
Date of Birth		
Address		
Town		
Postcode		
Emergency Contact Telephone numbers	1	Name of contact:
		Relationship to child:
	2	Name of contact:
		Relationship to child:
E-mail address		
<b>To ensure essential information and letters are received</b>		

### Family Contact Information

Full Name of Father		
Address (If different from above)		
Town		
Postcode		
Telephone Number		
Full Name of Mother		
Address (If different from above)		
Town		
Postcode		
Telephone Number		
Brothers / Sisters at school	1	2
	3	4

## Medical Information

Doctor	
Surgery Address	
Surgery Telephone Number	
Medical Condition 1	Eg- Asthma
Medicine(s) used during the school day- include times and frequency	Eg- uses an inhaler
Medical Condition 2	
Medicine(s) used during the school day- include times and frequency	Eg- no plasters

## Cultural Information

Nationality	
Home Language (if not English)	
Religious Affiliation	

## Special Dietary Needs

## First Aid: Permission to use (please tick ✓)

	Antiseptic Wipes
	Low adhesive tape
	Plasters

## Child Protection Needs

### 1 Intimate Care / First Aid Care

Our policy is to ensure that children in our care are safe and happy in school. Members of staff will, if required, assist any child in our care to change wet or soiled clothing. When this is necessary, families will be informed. If First Aid has been carried out, a school form detailing the injury and treatment will be sent home. Parents are asked to sign the separate form(s) for this care and return this to school.

### 2 Responsible use of the internet including Online Communication through My School

Our school internet access provider operates a filtering system controlled by C2k which restricts access to inappropriate materials. Use of the internet is always supervised by staff. Use of online communication is in a strictly controlled private area developed by the DE monitored C2k site- My School. Parents are asked to sign the separate 'Online Safety Code of Practice for pupils' and return this to school.

**If you wish for your child be excluded from these practices, please inform the school in writing.**

# CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE: KIRKISTOWN PRIMARY SCHOOL

Website: [www.kirkistownprimaryschool.com](http://www.kirkistownprimaryschool.com)

Email: [rgraham577@c2kni.net](mailto:rgraham577@c2kni.net)

Consent Form for \_\_\_\_\_ Class: P \_\_\_\_\_ DOB: \_\_\_\_\_

Photographs and recordings of pupils for school, family and press are a source of pride to the school, pupils and their families. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data protection Regulation, we are required to obtain express consent to the use of a pupil’s image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. This consent form is valid for the academic year **2020- 2021**. It will be updated on an annual basis.

Purpose	Yes / No
I give permission for photographs, voice recordings or videos of my child to be taken and used within school, for example; <b>displays</b> in school entrance, classrooms, corridors and hall.	
I give permission for photographs of my child to be used in any printed <b>school newsletter</b> . I understand that it is posted in PDF format on the school website.	
My child may be <b>named in the caption</b> or article associated with the image in school articles or displays.	
I give permission for photographs, voice recordings or videos of my child to be used on the <b>school website</b> .	
I give permission for photographs, voice recordings or videos of my child to be used on the on our school-managed <b>Facebook</b> page e.g. as part of a school trip.	
I give permission for <b>my child’s work</b> to be used on the <b>school website</b> .	
My child’s image, voice or work may be used in <b>school promotional materials</b> , for example: prospectus; other publications that we may produce for promotional purposes.	
I give permission for <b>visiting media organisations</b> to take photographs or video footage of my child and use them in local or national publications, on websites and on radio or television programmes.	
<b>My child’s name*</b> may be used in connection with this material. (*In many instances, full names are often requested, e.g. Newtownards Chronicle)	
My child may feature in footage recorded <b>for the purposes of teacher training</b> which is shared with other teachers in the school or externally to help raise teaching standards.	

- Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- We may continue to use your child’s image or footage, after they have left Kirkistown Primary School, in promotional materials or on our social media or website accounts.
- We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
- We may include a pupil’s written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

**Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form.** Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to amend your consent accordingly and provide a signature.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ (Parent / Carer/ Legal Guardian)

Date: \_\_\_\_\_