



## ***Safeguarding Information***

### ***Photography Policy Statement***

Sunderland schools have a photography policy, which is in accordance with GDPR and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students themselves.

### School Trips

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

### Concerts / Plays / Prize-giving / Sports Days

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible.

If parents are unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Headteacher.

### School Photographer

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

### ***School Closure due to Adverse Weather Conditions or other unforeseen circumstances***

If school has opened and there is then a significant snowfall (or other unforeseen circumstances) during the day which may cause difficulty in getting home (for either students or staff), a decision will be made whether to close early. We would like to seek your permission to dismiss your son/daughter early in these circumstances. We will be in contact with bus companies/private taxis and dismiss pupils according to travel information received.

For students who walk home, we will dismiss through a structured release to help ensure their safe arrival home (provision will be made for siblings to wait for each other if appropriate).

If you do not wish for your son/daughter to be released early, we will make provision to safeguard them on the school site until you can arrive to collect them.

### ***Birth Certificate / Passport***

To support the safeguarding of young people in the City of Sunderland we are required to ask parents / carers of all pupils who are transferring to secondary school to produce the following evidence of identity for their child; Birth Certificate **or** Passport

We therefore request that your child's Birth Certificate **or** Passport is taken to the Hetton School office no later than Friday 26<sup>th</sup> August 2016, so that names and dates of birth can be checked against our records. This is a statutory requirement and your cooperation would be much appreciated.

The School Office is open from 8:00am – 4:30pm Monday – Thursday, 8:00am – 3:30pm Friday during term time, 9:00am – 3:00pm in school holidays.



---

## EDUCATION SAFEGUARDING TEAM -NOTES OF GUIDANCE FOR COMPLETION OF ADMISSIONS FORM

---

### **PARENTAL RESPONSIBILITY:**

All natural mothers, except where the child is subsequently adopted

All natural fathers married to the child's mother at the time of birth, or subsequently

Natural fathers who are not married to the child's mother may obtain parent responsibility by:

Court order

Formal agreement lodged at court

Residence order

Named on the child's birth certificate if the child was born after the 1st December 2003

Adopted parents

Guardians appointed by will or agreement

All persons holding a residence order

Where there is a Placement Order in force the Adoption Agency share parental responsibility with the birth mother/father and the prospective adoptors once the child is placed with them but the Adoption Agency decides how the parental responsibility is exercised.

Special Guardianship Order where the birth parents parental responsibility is suspended except in relation to agreeing to an adoption order.

The Local Authority share parental responsibility when a Care Order (including an Interim Care Order) is in place. Foster carers do not have parental responsibility.

There is a presumption of paternity when a couple are married but this can be rebutted, for example through DNA testing.

### **CARERS**

A person who does not have parental responsibility but who cares for the child for part of the day, i.e. grandparent, childminder etc.

### **TO WHICH ETHNIC GROUP DO YOU CONSIDER YOU BELONG?**

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list and select one only to indicate the ethnic background of the pupil or child named on the Admission/Contact form.

- White
  - British
  - Irish
  - Traveller of Irish Heritage
  - Gypsy/Roma
  - Any other White background
- Mixed
  - White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background
- Asian or Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background
- Black or Black British
  - Caribbean
  - African
  - Any other Black background

Chinese

Any other ethnic background

I do not wish an ethnic background category to be recorded