



**St. Stephen's School**  
**Parental Consent Form**

The safeguarding of our pupils is of paramount importance to us and during their time at St. Stephen's School your child will be involved in certain aspects of school life for which we need your consent. These are described below. Please read the details provided and then complete every section – even if you are withholding consent.

Please then sign and return the form to the school office.

**General Information**

Pupil	
Name	
Year	
Class	

Parent Carer			
Name		Name	
Relationship to Pupil		Relationship to Pupil	
Address		Address	
Home Phone		Home Phone	
Mobile Number		Mobile Number	
Email		Email	



***Please indicate whether you have given your consent by ticking the box on the right-hand side; and sign and date the form on the last page.***

### **On-site Activities**

I give my permission for my child to:

Use the internet in line with the school's acceptable use policy	Yes	No
View films and video clips rated PG	Yes	No
Take part in food preparation / cooking and tasting activities	Yes	No

Please outline any food allergies/specific dietary requirements:

.....

.....

### **Off-site Activities**

I give my permission for my child to take part in:

Supervised visits to local destinations away from the main school site	Yes	No
Supervised one-day non-residential visits within the UK	Yes	No
Supervised off-site activities (for example, sporting fixtures and swimming lessons)	Yes	No



## Medical consent

We regularly run trips and visits throughout the year each requiring a medical consent form. Rather than ask parents/carers to complete a new form for each trip/visit please complete this section. This does not apply to residential trips for which a separate medical consent form is required. It is important that any updates to these details are made known to the school and to the trip/organiser.

In addition, there may be occasions during the school day when the First Aider judges it necessary to administer non-prescription medication e.g. paracetamol. This section confirms your permission for the school First Aider to administer non-prescription medication in such circumstances.

I give my permission for:

My child to be given first aid by a trained member of staff during any on-site or off-site activity	Yes	No
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, <b><i>after I have been informed</i></b> , and as may be considered necessary by the medical authorities present, during any on-site or off-site activity	Yes	No
My child's information to be shared with the NHS and other relevant health professionals	Yes	No
A member of the school staff to sign on my behalf any medical consent forms, if my child should require emergency treatment and I cannot be contacted	Yes	No
Plasters to be applied to my child	Yes	No
My child to use anti-bacterial hand gel	Yes	No
My child to be assisted in applying sunscreen if necessary	Yes	No
The First Aider to administer the medicines I have listed below:  .....  .....		

Please outline any medical conditions / allergies and any medication that my child would need to be taken during offsite visits:

.....

.....



### Child Release

All children from Reception to Year 4 must be collected by a responsible adult. Please give the details of people we have permission to release your children to.

I give my consent for my child to be released to the following person(s):

Person 1	
Name	
Address	
Relationship to Pupil	
Contact Number	

Person 2	
Name	
Address	
Relationship to Pupil	
Contact Number	

If your child is in Year 5 or 6 and you are happy for them to walk home alone from school\*, please complete this section:

My child is permitted to walk home alone from school	Yes	No
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***\*This does not give permission for children to walk home alone from after school clubs. You will be required to give separate consent to Club Organisers, when you enrol your child in a club.***



### Use of information and image (including photographs and video recordings)

To protect our more vulnerable pupils, we do not permit visitors, parent or carers to take photographs or make recordings of our children. However, we are very proud of the activities and achievements of all our children. Therefore, we sometimes take photographs or video images of pupils who have been given permission to be photographed. These are used in our school prospectus, newsletters, on the website or on Twitter. We may also make video recordings for educational use. Please indicate below if you give permission for us to take and use images of your child.

I give my permission for my child's:

First name to be used on the school website, printed publications and local media	Yes	No
Work to be used in school displays and on the school website	Yes	No
Image to be used within school (for example on wall-mounted displays, display screens)	Yes	No
Image to be used in printed school publications (for example, the school prospectus or newsletters)	Yes	No
Image to be used on the school website & social media (Twitter)	Yes	No
Image to be used in the local media	Yes	No
Image to be taken by, or used in circulation to, other parents (for example, school events)	Yes	No

### Communication

I give my permission for the school to contact me via:

Phone	Yes	No
Email	Yes	No
Text Message	Yes	No



### **Class Representatives & the Telephone Tree System**

The school uses the school website [www.st-stephens.richmond.sch.uk](http://www.st-stephens.richmond.sch.uk), emails and letters to communicate to our parents and carers. You can also keep up to date by following us on Twitter @StStephensCofE.

In addition to this, we operate a **Telephone Tree** cascade system. This is a quick and time effective way to spread information quickly by phone, i.e. the arrival times of school trips or emergency alerts.

The process is as follows:

- A selected Class Parent/Carer Representative is contacted by the school (the PTA organises class representatives for each class)
- They will phone/text a message through to the parents/carers at the top of the telephone tree
- Each of those parents will, in turn, call one other parent/carers, and so on - until the message has spread throughout the class list.

I give permission for my name and contact number to be included as part of the Telephone Tree, so I can:	Yes	No
a) receive important updates		
b) help to inform other parents		

### **Signature for Consent**

I hereby give permission, as outlined in the previous pages. I understand that I can withdraw my consent at any time by informing the school in writing.

Signed by:..... Name:.....

Relationship to Child:

### **Data Protection**

The data collected by establishments from Richmond Local Authority and Richmond Borough Council as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the GDPR 2018 and the purposes registered by Richmond Borough Council. Data collected is used for registration and monitoring purposes and emergency contact information. You can withdraw consent at any time by informing the school in writing.