**In line with Safeguarding procedures and GDPR 2018 requirements, we need to obtain permission from yourselves regarding how we handle sensitive information and care for your children. Please read this document carefully, fill it in and return to Carole-Anne Wakefield (administrator) ASAP.**

I **give/do not give** permission for my child’s name and photograph to be used on the Otford Nursery School’s Digital Photo Frame and on displays inside the Nursery.

We record children’s development via a tablet computer on an online learning journal called Tapestry. All information is held on a highly secure UK server. We will advise you how you can access your own child’s information securely.

**I confirm that I will never publish any of my child’s observations, photographs or videos that have originated From Otford Nursery on any form of social media. Failure to adhere to this will result in your child’s information being removed from Tapestry**

**Parent/Carer Consent to take photographs:** At different times throughout your child’s time at Otford Nursery School, photographs will be taken during some of our activities, both alone and in groups, these will be used to document their learning via Tapestry, during various events, i.e. Sports Day and trips. Please delete and sign below:

I **would/would not** like my child to be photographed throughout his/her time at Otford Nursery School.

**I would/would not** like my child to be photographed as part of a group, throughout his/her time at Otford Nursery School.

My Child **attends/does not attend** another setting (namely………………………………………………………..….).

I **give/do not give** permission for Otford Nursery to contact them in order to develop a successful working partnership with all your child’s carers to ensure continuity of care and support to both child and family.

**Parent/Carer Consent to Information Sharing:** In order to help you or your family, we may, at times, need to share information with other professionals, i.e. teachers, doctors, speech therapists and social workers. This helps us to understand your needs and organize services to meet them. I agree to information being shared and discussed between ourselves and other agencies to help me/my child. I understand that I will be consulted before and following these discussions regarding future planning and actions.

Please refer to our Data Protection and GDPR Statement.

**Parent/Carer Consent for child/children to be taken out as part of daily activities**:

I **give/do not give** consent for my child to be taken off Otford Nursery School’s premises for planned activities during session times. (Children often have the opportunity to attend walks around the School & be included for local visits, i.e. to the library. Your permission will be sought before each trip. Full risk assessments are carried out for local trips/outings).

**Emergency treatment:**

In the event of an emergency: I give my permission for my child to be taken to hospital and treated accordingly. (I have read the First Aid Policy of the Nursery and agree to comply with them)

**Plasters:**

Children occasionally have minor accidents. Please state if your child has an allergic reaction to plasters…………………………………………………………………….

**Details of any allergies suffered by your child and/or health requirements: ……………...………………….…………………………………………………………………………………**

**Name:…………………………………………………………………………………………………………….**

**Signed: ………….…………….………..…..………….Date: …………..…..…..………..………………..**

At no time and under no circumstance is your child’s name recorded or associated with a photograph on our website, digital photo frame or display boards. This is in accordance with the Safeguarding guidelines set out by Kent County Council Children’s Safeguards Unit. For more information please see our Online Safety Policy and Procedure including mobile phones and cameras.

Following these Safeguarding guidelines, we need your signed permission for all the ways we use personal information. Please return the signed form to Carole-Anne as soon as you are able.

If you have any questions or concerns regarding personal information that we hold, please speak to Ian Saunders or Carole-Anne Wakefield. Our website address: [www.otfordnursery.co..uk](http://www.otfordnursery.co..uk)