



Thorpe Acre Junior School



Thorpe Acre Infant School

Consent Guide

Reviewed

: November 2025

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Junior School and Thorpe Acre Infant School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Junior and Infant Schools. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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Consent

As a school, we will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory, and regulatory occasions when consent is not required.

We may process personal and sensitive data without consent if another provision applies.

Consent is defined by the UK GDPR as “any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”.

We may seek consent from young people also, and this will be dependent on the child and the reason for processing. Pupils over 13 can give or withdraw consent.

Consent and renewal

On the school website we have ‘privacy notices’ that explain how data is collected and used. It is important to read those notices as it explains how data is used in detail.

Obtaining clear consent and ensuring that the consent remains in place is important for school. We also want to ensure the accuracy of that information.

When a pupil joins us, part of the process is to seek consent. This information is retained on the pupil file. If there are any changes, please inform us.

We review the contact and consent form on an annual basis. There will be reminders about the need to update us throughout the school year.

For pupils, parents/carers, staff and volunteers

On arrival at the school, you will be asked to complete a form giving next of kin details, emergency contact and other essential information. We will also ask you to give consent to use the information for other in school purposes, as set out on the data collection/consent form.

Pupil consent procedure

Where processing relates to a child under 13 years old, school will obtain the consent from a person who has parental responsibility for the child.

Pupils may be asked to give consent or to be consulted about how their data is obtained, shared, and used in certain situations.

Withdrawal of Consent

Consent can be withdrawn, subject to contractual, statutory, or regulatory constraints.

Where more than one person has the ability to provide or withdraw consent, the school will consider each situation on the merits and within the principles of UK GDPR and also child welfare, protection, and safeguarding principles.

Please complete the appropriate form.