

Referral Form

Section I

This section is to be completed by the referrer prior to the initial interview.

BUSY Wallsend is required by law to obtain certain basic information on all pupils prior to them starting a placement at a BUSY Wallsend. Please ensure you complete all of Section I. Please contact the Head Teacher at the BUSY Wallsend Centre if you require any assistance.

Where relevant, please also provide ALL documentation such as EHCP, LAC PEP/Care Plans, ILPs, risk assessments, timetables, behaviour records.

1.1 About the pupil

Full name:	Gender:	
Date of birth:	Current school year group:	
Ethnicity:	First spoken language:	
Entitled to free school meals?	Traveller pupil?	Newly arrived to area?
Looked after?	Placement (<i>delete as appropriate</i>): Foster home / Children's home / Placed with extended family / Other (state)	Care plan or PEP provided? <input type="checkbox"/> Care Plan / PEP review date:
SEN?	SEN status (<i>delete as appropriate</i>): SEN Support / EHCP	IEP provided? <input type="checkbox"/>
Date of EHCP (<i>where applicable</i>):	EHCP review date (<i>where applicable</i>):	EHCP provided? <input type="checkbox"/>
Give details of SEN / specific action points:		
Are there known safeguarding concerns regarding this pupil?	Give contact name and telephone number for obtaining more details:	
Current school situation (<i>delete as appropriate</i>):		

Other agencies involved (e.g. youth offending team, CAMHs, Connexions or equivalent) with names, dates, contact details, brief details:

1.2 Pupil's medical details

Known medical conditions (including physical disabilities and diagnosed EBD, ASD conditions):

Medication or special provision needed:

GP / Family doctor name and address:

1.3 Pupil's home details

Main home address:

Who pupil lives with at this address:

Postcode:

Other home address (if applicable):

Who pupil lives with at this address:

Postcode:

When this address applies:

1.4 Details of parents and carers

Please provide full details of all parents / carers in order of priority for contacting.

	1st	2nd	3rd	4th
Name				
Relationship to pupil				
Address				
Home phone				
Mobile phone				
Work phone				
Place of work (if applicable)				

Usual work hours				
Email address				
First language				

1.5 Emergency contacts

Please provide details of 2 people who can be contacted in case of emergency if contact cannot be made with parents / carers. These should be in addition to the parents / carers listed above.

	1st	2nd
Name		
Relationship to pupil		
Address		
Home phone		
Mobile phone		
Work phone		
Name		
First language		

1.6 Pupil data and education details

Please provide the pupil's current and prior attendance percentages.

	Current (<i>this academic year to date</i>)	Last academic year
Present:		%
Authorised absence:		%
Unauthorised absence:		%

Please provide the pupil's current, prior and projected levels in English and Mathematics.

	End of KS2 Levels (as provided by primary school)	Current (based on most recent report)	Projected (for end of Key Stage)
English			
Mathematics			

Please provide details of qualifications the pupil is currently working towards and those already attained (where applicable) including levels and grades.

Qualifications pupil is currently working towards:

Qualifications already attained:

Details of any previous educational interventions (e.g. time spent at PRU or other alternative provision, managed moves, reduced timetables etc.):

Please provide a copy of the pupil's current timetable.	Timetable provided? <input type="checkbox"/>
Please provide details of the RSE curriculum plan for the student	Planning provided? <input type="checkbox"/>

1.7 Referrer details

Name of referrer:	Address:
Main telephone number:	

Details for designated primary contact person (for daily contact with updates).

Name:	Job title / relationship to pupil:
Direct phone number:	Mobile number:
Email:	

Details for secondary contact person (in case of primary contact being unavailable).

Name:	Job title / relationship to pupil:
Direct phone number:	Mobile number:
Email:	

Attendance arrangements – BUSY Wallsend will send an automated daily attendance notification to the referrer via email. Please provide 2 email addresses to which this will be sent.

Email address 1:	Name:
Email address 2:	Name:

Details of finance contact (for invoicing).

Name:	Job title:
Direct phone number:	Mobile number:
Email:	

1.8 Known behaviours, reasons for referral and outcomes

Does this pupil have an individual risk assessment? Y/N

Risk Assessment provided?

Please select the following behaviours that have been a cause for concern in school.

<input type="checkbox"/> Physical assault against a pupil	<input type="checkbox"/> Physical assault against an adult
<input type="checkbox"/> Verbal abuse / threatening behaviour against a pupil	<input type="checkbox"/> Verbal abuse / threatening behaviour against an adult
<input type="checkbox"/> Bullying	<input type="checkbox"/> Racist Abuse
<input type="checkbox"/> Drug / alcohol related	<input type="checkbox"/> Sexual misconduct
<input type="checkbox"/> Damage	<input type="checkbox"/> Theft
<input type="checkbox"/> Persistent Disruptive behaviour	<input type="checkbox"/> Defiance
<input type="checkbox"/> Smoking	<input type="checkbox"/> Other (please specify)

Please indicate the frequency of known risks both in and outside of school.

	Never	Occasionally	Frequently
Has the pupil been known to threaten other pupils verbally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to threaten other pupils physically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to use sexually offensive or threatening language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to assault another young person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has this resulted in physical injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to verbally threaten staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to assault an adult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did any assault(s) lead to actual bodily harm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the assault(s) use weapons/objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the assault(s) lead to medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil or adult had time off as a result of assaults/threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to damage property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil committed any criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any police involvement in previous incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil been known to do him/herself physical harm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the pupil had to be physically restrained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are your reasons for making the referral (*including typical behaviour, barriers to learning, any specific risks or specific concerns not already highlighted above*)?

Please provide a copy of the pupil's behaviour record.

Behaviour record provided?

What are you hoping for as an outcome the placement at BUSY Wallsend?

1.9 Known adverse childhood experiences (ACE's)- These should NOT be discussed at referral meeting

Please select any of the following that are known.

Abuse	Optional notes:
<input type="checkbox"/> Physical abuse	
<input type="checkbox"/> Emotional abuse	
<input type="checkbox"/> Sexual abuse	
Neglect	
<input type="checkbox"/> Physical neglect	
<input type="checkbox"/> Emotional neglect	
Household dysfunction	
<input type="checkbox"/> Incarcerated relative	
<input type="checkbox"/> Divorce	
<input type="checkbox"/> Parent treated violently	
<input type="checkbox"/> Substance abuse	
<input type="checkbox"/> Mental illness	

Give contact name and telephone number/email address for obtaining more details:

Section 2 – Information gathering and commissioning agreement

This section is to be completed by BUSY Wallsend staff during the initial referral interview

2.1 Information supplied by referrer

Please check through the information supplied by the referrer using the checklist below. Note any additional actions or follow-up that is required in order for the information supplied to be complete.

To check:	Notes / follow-up required
Section 1 of referral form is fully completed?	Y / N
Relevant supporting documentation supplied? <ul style="list-style-type: none">• Care Plan / PEP (if looked after)• IEP• EHCP• Risk assessment• Timetable• Behaviour record	Y / N / not applicable Y / N Y / N

2.2 Further referral information

Please use the questions in this section to help you find out more about the pupil, including where they are in their ‘behaviour for learning’ (*relationship with self, others and the curriculum*).

Referral reason, including typical behaviour, barriers to learning, specific risks, specific concerns from...

The pupil:	The parents / carers:
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Find out about the pupil’s attitude to learning (e.g. *ask pupil to list the subjects they do at school, to score each subject on a scale of 1-5 and then explain reasons for their rankings – use this to help establish where and what the issues are*):

Please look at previous interventions outlined by the referrer in section 1.6. What were the reasons for these interventions? When did they happen? In what ways were they helpful or not?

What would success look like if behaviour was improved? Gather thoughts from...

The pupil:

The parents / carers:

The referrer:

What would success look like if learning was improved? Gather thoughts from...

The pupil:

The parents / carers:

The referrer:

What are the pupil's career hopes and interests for the future?

What is the anticipated next step for the pupil when they leave BUSY Wallsend? (e.g. *return to mainstream school, college, work with training etc.*)

What is the anticipated timescale for this?

2.3 Follow-up

Agreed start date:

Any specific actions:

Individual Risk Assessment required?

Y / N

Any additional notes:

2.4 Commissioning Agreement between BUSY Wallsend and referring school

Key Targeted Areas of the Commissioning Agreement	Agreed Stakeholder Responses/ Notes
What is the anticipated duration of the placement? (At what point is it expected the student will return to mainstream or to their next place of education or training?)	
How will the placement be reviewed with the referring school and parents? (Frequency of review meetings, content of what will be reviewed, who will be present)	
How will student's needs be identified and assessed? What specific support will be given?	
What are the specific targets of the placement?	
What are the possible risks to the targets being achieved? How are these mitigated?	
Commissioning Agreement Signatures:	
Referrer: _____	
BUSY Wallsend Provision Lead: _____	Date: _____

Section 3 – Permissions Form

This section must be completed by the parent / carer and pupil at the initial interview

Parents / carers – please read the statements carefully and indicate whether or not you give your permission for the following:

Photographs / video:

- I am willing to have photographs taken of my child during their time at BUSY Wallsend for work evidence Y / N
- I am willing to have photographs taken of my child during their time at BUSY Wallsend for publicity purposes and the BUSY Wallsend Website. Y / N

Offsite activities:

- I am willing to allow my child to take part in supervised educational visits during their time at BUSY Wallsend. Y / N
- I am willing to allow my child to take part in outdoor activities and understand that I will receive a written outline of the programme and information relating to safety for each specific off-site activity. I understand how important it is that consent forms are returned on time for such activities. Y / N
- I accept that, in the event of a participant's behaviour adversely affecting the safe and smooth running of activities and trips, the leader(s) will remove them from activities and contact parents/carers. In such cases any payment made will not be returned. Y / N

Emergency medical treatment:

- I consent to any emergency treatment necessary. I authorise the leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities, should it be deemed necessary and provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health and safety. Y / N

Information sharing:

- I give consent for BUSY Wallsend to share information with organisations on a need to know basis (acknowledging data protection). *Your information will not be used for publicity purposes.* Y / N
- My child and I consent to BUSY Wallsend sharing information on progress, attendance and improvement strategies with school and relevant support agencies. Y / N
- I give permission for my child's qualifications results to be recorded on the Learner Records Service database. *(This collates qualifications and credits achieved by your child. This database can only be accessed by authorised schools, colleges and Exam Boards and is not accessible to unauthorised personnel.)* Y / N
- I understand that I can request to see all information held about my child and request that all information is safely deleted. (Other than that which is required to be retained under current legislation). Y / N

Parent / carer signature:

Print name:

Child's name:

Date:

Section 4 – E-Safety Agreements & BUSY Wallsend Home / AP Agreement

There are two copies of this section.

They should be read and both copies signed by BUSY Wallsend staff, the parent/carer and the student as appropriate during the initial interview.

One copy should be retained by BUSY Wallsend and the other given to the parent/carer and student to keep at home.

Child's name:

4.1 E-Safety Agreement from Parents (BUSY Wallsend copy)

Parents/carers - please read each of the statements carefully and sign to confirm your agreement below. You can read BUSY Wallsend's full E-Safety Policy on the provision's website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to the head teacher.

- I understand that BUSY Wallsend uses technology as part of the daily life of the AP when it is appropriate to support teaching & learning and the smooth running of the provision, and to help prepare the young people in our care for their future lives.
- I understand that the AP takes every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the provision cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
- I understand that internet and device use in our AP, and use of BUSY Wallsend-owned devices, networks and cloud platforms out of hours may be subject to filtering and monitoring. These should be used in the same manner as when in the provision.
- I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the AP staff, volunteers, governors, contractors, students or other parents/carers.
- The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from students when using social media. I will support the AP's social media policy and not encourage my child to join any platform where they are below the minimum age.
- I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The AP sometimes uses images/video/audio of my child for internal purposes such as recording attainment or during an online distant learning lesson. The full details of how we use digital images and video are outlined on the following page where we ask you to give your consent.
- I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety. Understanding human behaviour is more helpful than knowing how a particular app, site or game works.
- I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.
- I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

- I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

I/we have read, understood and agreed to this policy.

Signature/s: _____

Name/s of parent / guardian:

Parent / guardian of: _____

Date:

Pupils – the rules below will keep everyone safe and help us to be fair to others. Please go through each one and sign below to confirm you understand and agree to them.

1. I will only use the AP's IT equipment for appropriate school activities and learning and am aware that the AP can monitor my internet use.
2. I will not access any of my social media accounts on any device while at BUSY Wallsend, including devices owned by BUSY Wallsend and those that belong to me.
3. I will not bring files onto the Directional premises that can harm the network or be used to circumvent security tools.
4. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
5. I will keep my logins, IDs and passwords secret and change my password regularly.
6. I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my key stage.
7. I will only e-mail or contact people I know, or those approved as part of learning activities.
8. The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the AP.
9. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
10. If I take part in any online/distant learning or check ins, I will follow all online/distance learning /check in procedures as outlined in the e-safety policy.
11. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
12. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.
13. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
14. I am aware that some websites, games and social networks have age restrictions and I should respect this.
15. I am aware that my online activity at all times should not upset or hurt other people. This includes not taking or sharing any images, including of staff or other students which could be used to offend or deliberately hurt or upset them. I'm aware that procedures are in place to protect staff and students from this activity and that action will be taken against anyone who disregards this agreement.

Signed:

(pupil)

Date:

At BUSY Wallsend, we recognise each student as an individual, and aim to give all students every opportunity to realise their full potential. We believe that a close partnership between the AP, parents and the student is essential if we are to achieve this aim. We therefore ask all parents/carers to sign up to our Home/AP Agreement.

BUSY Wallsend offers education to young people aged 11-16 to help individuals grow in confidence, raise their aspirations and reach their full potential - providing building blocks for a better life. We seek to engage students on pathways to learning with accredited outcomes, that facilitate reintegration back into school, or progression on to further education or employment with training.

The responsibilities of the school (BUSY Wallsend)

At BUSY Wallsend we will:

- Provide a secure and appropriate learning environment.
- Ensure that we work closely with all professionals and services that may be linked to your child or the family to provide appropriate information sharing.*
- Provide a broad and balanced curriculum which challenges students to reach their potential.
- Encourage students to show respect for others and to abide by the behaviour policy, ensuring a safe, caring environment for all.
- Keep you regularly informed about your child's progress and behaviour, as well as their termly curriculum report.
- Make you feel welcome whenever you visit the AP and respond to your questions or concerns as quickly as possible.
- Allow individuals safe and secure use of the Internet through a combination of site filtering using software, supervision and by fostering a responsible attitude in all students, in partnership with parents.
- Make sure your data is safe and managed in compliance with GDPR guidance. *

Signed: BUSY Wallsend	(on behalf of	Date:
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The responsibilities of the parents / carers

All parents/carers will:

- Having read the parent/ carer booklet and been involved in an interview at BUSY Wallsend with your child, accept the school's aims and positively support the school.
- Ensure that your student attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness).
- Notify the school by letter or telephone in the event of absence.
- Ensure that if your child is for whatever reason (either through illness, lack of appropriate medication or due to the influence of drugs/ alcohol) unfit to be in school that you will ensure that you or a responsible named person is able to collect them or authorise for them to make their own way home and then confirm with the AP when they have arrived home.
- Support the AP's policies and guidelines on learning, behaviour and uniform, both during the school day and at home.
- Attend parent/teacher meetings to discuss your child's progress.
- Keep us regularly informed of where to contact you in case of emergency.
- Promptly inform the AP of any concerns or problems that may affect your child's learning, behaviour or happiness.
- Support the AP in the teaching of safe and secure Internet use at home.

Signed:	(parent / carer)	Date:
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* For further information on how your data is handled and what your rights are please read our privacy policy on BUSY Wallsend website or ask for more details from the head teacher.

Section 4 – E-Safety Agreements & BUSY Wallsend Home / AP Agreement

There are two copies of this section.

They should be read and both copies signed by BUSY Wallsend staff, the parent/carer and the student as appropriate during the initial interview.

One copy should be retained by BUSY Wallsend and the other given to the parent/carer and student to keep at home.

Child's name:

4.1 E-Safety Agreement from Parents (Parent / carer copy)

Parents/carers - please read each of the statements carefully and sign to confirm your agreement below. You can read BUSY Wallsend's full E-Safety Policy on the website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to the head teacher.

- I understand that BUSY Wallsend uses technology as part of the daily life of the provision when it is appropriate to support teaching & learning and the smooth running of the AP, and to help prepare the young people in our care for their future lives.
- I understand that the AP takes every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the AP cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
- I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
- I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, students or other parents/carers.
- The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from students when using social media. I will support the AP's social media policy and not encourage my child to join any platform where they are below the minimum age.
- I will follow the AP's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The AP sometimes uses images/video/audio of my child for internal purposes such as recording attainment or during an online distant learning lesson. The full details of how we use digital images and video are outlined on the following page where we ask you to give your consent.
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- I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.

- I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
- I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

I/we have read, understood and agreed to this policy.

Signature/s: _____

Name/s of parent / guardian:

Parent / guardian of: _____

Date:

4.2 E-Safety Agreement from Pupils (Parent / carer copy)

Pupils – the rules below will keep everyone safe and help us to be fair to others. Please go through each one and sign below to confirm you understand and agree to them.

1. I will only use the AP's IT equipment for appropriate school activities and learning and am aware that the AP can monitor my internet use.
2. I will not access any of my social media accounts on any device while at BUSY Wallsend, including devices owned by BUSY Wallsend and those that belong to me.
3. I will not bring files into the provision that can harm the school network or be used to circumvent school security tools.
4. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
5. I will keep my logins, IDs and passwords secret and change my password regularly.
6. I will use the Internet responsibly and will not visit web sites that are inappropriate for the AP or my key stage.
7. I will only e-mail or contact people I know, or those approved as part of learning activities.
8. The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the provision.
9. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
10. If I take part in any online/distant learning or check ins, I will follow all online/distance learning /check in procedures as outlined in the e-safety policy.
11. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
12. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.
13. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
14. I am aware that some websites, games and social networks have age restrictions and I should respect this.
15. I am aware that my online activity at all times should not upset or hurt other people. This includes not taking or sharing any images, including of staff or other students which could be used to offend or deliberately hurt or upset them. I'm aware that procedures are in place to protect staff and students from this activity and that action will be taken against anyone who disregards this agreement.

Signed:

(pupil)

Date:

4.3 Home/ School Agreement (Parent / carer copy)

At BUSY Wallsend, we recognise each student as an individual, and aim to give all students every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the student is essential if we are to achieve this aim. We therefore ask all parents/carers to sign up to our Home/School Agreement.

BUSY Wallsend offers education to young people aged 11-16 to help individuals grow in confidence, raise their aspirations and reach their full potential - providing building blocks for a better life. We seek to engage students on pathways to learning with accredited outcomes, that facilitate reintegration back into school, or progression on to further education or employment with training.

The responsibilities of the school (BUSY Wallsend)

At BUSY Wallsend we will:

- Provide a secure and appropriate learning environment.
- Ensure that we work closely with all professionals and services that may be linked to your child or the family to provide appropriate information sharing. *
- Provide a broad and balanced curriculum which challenges students to reach their potential.
- Encourage students to show respect for others and to abide by the behaviour policy, ensuring a safe, caring environment for all.
- Keep you regularly informed about your child's progress and behaviour, as well as their termly curriculum report.
- Make you feel welcome whenever you visit and respond to your questions or concerns as quickly as possible.
- Allow individuals safe and secure use of the Internet through a combination of site filtering using software, supervision and by fostering a responsible attitude in all students, in partnership with parents.
- Be the owner of all data regarding your child and make sure your data is safe and managed in compliance with GDPR guidance. *

Signed:
BUSY Wallsend

(on behalf of

Date:

The responsibilities of the parents / carers

All parents/carers will:

- Having read the parent/ carer booklet and been involved in an interview at BUSY Wallsend with your child, accept the school's aims and positively support the school.
- Ensure that your student attends the provision punctually every day during term time, unless there is a good reason for absence (e.g. illness).
- Notify the AP by letter or telephone in the event of absence.
- Ensure that if your child is for whatever reason (either through illness, lack of appropriate medication or due to the influence of drugs/ alcohol) unfit to be in school that you will ensure that you or a responsible named person is able to collect them from the provision or authorise for them to make their own way home and then confirm with the AP when they have arrived home.
- Support the AP's policies and guidelines on learning, behaviour and uniform, both in school and at home.
- Attend parent/teacher meetings to discuss your child's progress.
- Keep us regularly informed of where to contact you in case of emergency.
- Promptly inform the AP of any concerns or problems that may affect your child's learning, behaviour or happiness at school.
- Support the AP in the teaching of safe and secure Internet use at home.

Signed:

(parent / carer)

Date:

* For further information on how your data is handled and what your rights are please read our privacy policy on BUSY Wallsend website or ask for more details from the head teacher.

Further E-Safety Information for Parents – To be taken away by the parents/carers

The use of digital images and video

The Use of Digital Images and Video To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the student is named, we avoid using their photograph.
If their photograph is used, we avoid naming the student.

Where showcasing examples of students work we only use their first names, rather than their full names. If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by name on the video, and that students' full names aren't given in credits at the end of the film. Only images of students in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment. Some staff do have school mobile phones that they may use to capture photographs as evidence for assessed work, these are not their personal phones and remain in school.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or other member of staff) as part of a learning activity; e.g. taking photos or a video of art work or posters produced as evidence for a qualification.
- Your child's image being used for presentation purposes around the provision; e.g. in class or wider wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the AP and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a video or a document sharing good practice; in our AP prospectus or on our AP website.
- If your child is taking part in an online distant learning class/ session this will be recorded so that if any issues were to arise, the video/audio can be reviewed, these recordings will be kept in line with our GDPR requirements and won't be shared outside of BUSY Wallsend unless a safeguarding concern arises during the session.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

I give permission for my child to be photographed/ filmed as per the outlined arrangements.

Name of student_____

Date:

Signature of parent/guardian_____

Name of parent/guardian_____

BUSY Wallsend asks its whole community to promote the '3 commons' approach to online behaviour:

- Common courtesy
- Common decency
- Common sense

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the AP and can potentially lower the AP's (or someone in the AP's) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. (All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse. The whole school community is reminded of the CEOP report abuse process: www.thinkuknow.co.uk/parents/browser-safety

Further E-Safety advice and guidance can be found on our provision's website.