
GDPR, PARENT CONSENT AND CONFIDENTIALITY

CONNECTION, GROWTH, EXPLORATION, SUSTAINABILITY

At Canopy Forest School we take data security and confidentiality very seriously. This not only ensures that we comply with GDPR and other Data Protection regulations but means that all children, parents/carers using our services can be confident that any confidential information shared will be respected.

The personal information Canopy Forest School holds will be ordinarily that which is provided on booking and joining forms. It is kept in locked storage with restricted access. This includes emergency contact details, medical details, photographic permissions, first aid permissions and any special requirements needs such as medical, allergy, learning difficulty or physical impairment (appendix 12)

Personal information is available on request to those responsible for the child provided they are the parent or carer or other legally responsible adult such as a teacher. Any information concerns or evidence collated under child protection rules for a child's safety will be kept in a confidential file and only shared with permitted authorities such as the or the school's designated safeguarding leads (DSL).

The Forest School leader has a summarised list of specific medical needs for individual children (e.g. Asthma, Epilepsy, allergies) which are taken to each Forest School sessions with risk assessments (appendix 13) and are kept in our Forest School First Aid and Emergency bag (appendix 10).

Access to the emergency bag is permitted ONLY to the Forest School Leader and other teaching assistants NOT to volunteers, visitors or children. In between sessions this medical information is kept in locked storage.

Photographs, filming, publicity and data storage of children attending the Forest School will only be used if this has been consented my parents/careers (appendix 12).