

Privacy Notice – School Trips



ST CLARE

Catholic Multi Academy Trust



Adopted by St Clare Trust Board;	June 2022
Next review by St Clare Trust Board;	June 2023
Reviewed by Local Academy Committee;	September 2023

Sacred Heart School was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

School motto

Love one another as I have loved you
(John 13:34)

Ethos

At Sacred Heart School we place Christ and the teaching of the Catholic Church at the centre of our lives by integrating Gospel values into every aspect of learning, teaching and the totality of school life.

Vision

As a Christian community, the vision of Sacred Heart School is:

- To empower all children to recognise and fulfil their unique potential
- To celebrate all God's children as individuals, respecting and valuing difference.
- To prepare the children to embrace and contribute positively to our ever-changing world.

Promise

With God's guidance we promise to

- Create a supportive, nurturing environment in which every child is encouraged to explore their potential, to express their individuality and to develop confidence without fear of failure.
- Commit to the continuous professional development of all staff. To ensure our best understanding of each child's needs.
- Deliver a curriculum that is engaging, challenging and fosters independence.
- Lead by example, demonstrating the values of the Catholic Church and respect for all; preparing children for their journey through life.
- Build cooperative relationships with families and the wider community.

Our Strategic Priorities

Organise:

Educational opportunities effectively to create a positive culture for learning.

Plan:

Future goals with a Christian vision which allows everyone to reach their full potential.

Collaborate:

With the school, parish and wider community to share, learn and support.

Nurture:

A Christian community where all share unconditional opportunities for learning and are encouraged to develop wholeness.

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When organising a school trip for pupils offsite, for any duration, it is important that necessary information is available or is shared with relevant third parties.

Information that may be shared will include both personal and special category, that is to say, more sensitive, data about pupils, staff and any volunteer helpers.

This may include, but is not limited to:-

- name;
- address;
- dates of birth;
- next of kin/emergency contact details;
- mobile numbers;
- landline numbers;
- email and other contact details;
- health and medication information;
- child protection information;
- pupil premium or other special status information;
- passport or other identity information as required.

This information will be contained securely as both hard copy and electronic information. This information will be shared as required with other third parties that can include transport providers, travel agency staff, venues, accommodation providers, immigration and/or police, and medical staff if it is necessary.

It is the responsibility of parents and carers for pupils attending trips to ensure that the relevant information is provided as requested.

Provision of this information is a requirement, failure to do so may result in the pupil's place on the trip being cancelled. Cancellation in these circumstances would not necessarily lead to a refund of any monies paid.

As we are processing data for the purposes of managing the school trip, the school's usual UK GDPR and data protection policy applies. Information about how the school controls and uses data is found within the main policy and also contained in the privacy notice that is on the trust website in addition to the content of this notice.