



## Protection of Biometric Information Policy

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Robert Shirley
Ratified @ FGB/Committee Name & Date:	New Policy

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Oakhyrst Grange School

### **Safeguarding**

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that 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 Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: [DSL@oakhyrstgrangeschool.co.uk](mailto:DSL@oakhyrstgrangeschool.co.uk)



### **Scope**

This Notice should be read in conjunction with our Data Protection and Privacy Notice Policy.  
In the context of the Protection of Freedoms Act 2012, a “child” means a person under the age of 18.

### **Definition**

Biometric information is information about an individual’s external characteristics. In the context of this Notice, biometric information would be fingerprint images or photographs of the individual for the purpose of facial recognition.

### **Notice**

Oakhyrst Grange School does not currently collect fingerprint information or other biometric information to be used as part of an automated biometric recognition system.

If the School were to adopt this recognition system, the School would comply with the requirements of the Protection of Freedoms Act 2012.

Parents/Carers would be notified before any biometric recognition system is put in place or before their child first takes part in it. The School would get written consent from at least one parent/carer before any biometric data is taken from their child and processed.

The Parent/Carer would have the right to choose not to use the School’s biometric system, and would provide alternative means of accessing the relevant services for those children, if a biometric system were to come into effect.

Parents/Carers would have the right to withdraw consent at any time, and any relevant data already collected would be deleted.

As required by law, if a child refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the child’s Parents/Carers.

If the School were to adopt a biometric recognition system, consent would be obtained from staff and other adults before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults would also be able to withdraw their consent at any time, and the School would delete any relevant data already captured.

This Policy is subject to regular review.