

## Parental Consent Form for Online English Language Lessons

### Safeguarding

Harrow School Short Courses (HSSC) aims to provide safe and enjoyable online English classes for every child or young person. To achieve this, we have put the following measures in place:

- We implement safer recruitment practices and all our teachers have been fully vetted and checked
- We take safeguarding seriously and our teachers are aware of their responsibilities in keeping children safe online
- We monitor our classes regularly through live online lesson observations and through playing back lesson recordings
- We provide a safe classroom environment that only your child and their teacher have access to

If for any reason you or your child have any concerns about the safety of your child's online lessons, please contact:

**HSSC online:** [HSSCOnline@harrowschool.org.uk](mailto:HSSCOnline@harrowschool.org.uk) or  
**The Academic Principal:** [neil.shirvington@harrowschool.org.uk](mailto:neil.shirvington@harrowschool.org.uk)

### Data Protection

We use three online platforms for our English language teaching. These are Adobe Connect, ClassIn, and the Macmillan Campus. In order to set your child up on these platforms, we only input your child's name. We also ask for your child's date of birth as this will enable your child's teacher to plan age appropriate lessons for them. Any personal information we collect on your child is used solely for educational purposes and will not be shared with any third party for commercial use.

### Recording

- Your child's lesson will be recorded and a link to the recording will be available to you shortly after each lesson so that they can watch the lesson again for revision purposes.
- The video of your child's lesson will be stored securely and only your child's teacher and a small number of HSSC staff will have access to it.
- The HSSC Academic Principal may watch some class recordings for safeguarding, quality control, and staff training purposes.
- Class recordings will be held for a period of three years after which time they will be deleted.

For further details on how we collect, use, and store any data we collect from you, please see our Privacy Notice, which you can find at <https://www.harrowschoolshortcourses.co.uk/wp-content/uploads/2023/12/Harrow-School-Short-Courses-Privacy-Notice-2024-1.pdf>. If you have any questions or concerns about our privacy practices or your personal information, you can email or call the Privacy Officer:

[privacyofficer@harrowschool.org.uk](mailto:privacyofficer@harrowschool.org.uk)

+44 (0) 208 872 8000

### Consent

If you agree to your child taking part in online English language lessons, please click in the box in the booking form.