



Devon & Cornwall Children's University

Your child has shown interest in joining Children's University.

Children's University is a national initiative which, through its programme, enables children to attend different learning events and activities outside of school hours. For every activity they attend, they get a stamp in their 'passports to learning'. These add up to earn bronze, silver and gold certificates.

Children are presented with their certificates in school and once they reach a gold level (100 hours), they are invited to a 'graduation ceremony' held annually to celebrate their achievements.

Children can join Children's University from 5 years old.

For more information about award levels and events, please look at the Devon & Cornwall Children's University website: www.plym.ac.uk/childrens-university or www.facebook.com/DevonChildUni

If you are interested in your child joining Children's University, please return the attached slip to your child's school who will issue then give them a passport. All you have to do is; check that the out of school activities have been validated, record your child's hours in their passports when they attend these activities, and add up their hours as they accumulate. When they reach a certificate level, send in their passport to the school to be verified and they will be issued with their certificates and badges.

- *Students can claim for 1 hour (1 stamp), per week, per activity / club. E.g. if a student attends 5 hours of swimming lessons, they can only claim for one of those hours each week. However, if they attend 1 hour each of swimming, dance, science, music and chess clubs, they can have a stamp for each of these activities, which makes a total of 5 stamps for the week. This was put in place by the Central Children's University Trust to encourage students to take part in as many different activities as possible.*

All school clubs will be validated by Children's University, but you might need to check any clubs that take place outside of school to see if they have been validated. If there are any clubs outside of school that you would like to nominate, please send their email address to your school and they can pass this onto Children's University to validate.

We would like to collect data on children taking part in the Children's University, to demonstrate the positive impact on them and to justify the continued funding for the Children's University in your area. To do this, in line with the new GDPR regulations, we require your consent. We formally ask you for this on the next page of this document.

If you have any questions, please feel free to contact me,

Many thanks,

Children's University School Coordinator

Guidance for Parents on Data Collection For Children's University

You are being asked to give your consent for Devon and Cornwall Children's University to collect data about your child. The data will be used to help Devon and Cornwall Children's University, and the schools supporting the scheme, to evaluate the effectiveness of activities and to better understand what young people think about Children's University. In this way we can better support the children taking part.

Do I have to give my consent for Children's University to use my child's data?

You have been asked to give your consent as we believe it will be beneficial for your child. However, it is not compulsory and it is up to you whether you decide to give your consent or not. If you do decide to give your consent but change your mind at a later date, you can withdraw from the project at any time by emailing; devoncu@plymouth.ac.uk . You will not have to provide a reason, and any data you have provided will be destroyed.

What data will you request from me and how will it be used?

We will collect your child's first and last name, date of birth and a home postcode. This data will be entered onto our secure database as evidence of us providing Children's University activities and will allow us to track and monitor your child's data and progression in education. Your child's personal information is not shared with any third parties and is kept safe and secure in line with the Data Protection Act 2018.

What do you mean by 'tracking and monitoring data'

As part of our project, we ask you to consent for us to track your child's data so that we can follow their progress through their time with Children's University. Eventually, if your child applies to study at higher education level, we will be able to include this within the data. The idea is that by tracking your child's progression we may be able to see if the activities and sessions they have taken part in have contributed to their decision to study at higher education. We will add their details to the Higher Education Access Tracker (HEAT) and this may be shared with government funding bodies. We may use your child's data in internal reports created by HEAT; these reports will be used to monitor the progress of our activities. All responses will remain anonymous and it will not be possible to identify your child in these reports.

Will my child's taking part in this project be kept confidential?

All the information that we collect about your child during the course of their time with Children's University will be kept strictly confidential. They will not be identifiable in any reports or publications and they will remain anonymous throughout this process.

How will my child's data be stored and protected?

Your child's data will be stored in line with the Data Protection Act 2018. Access to their data is restricted and only the relevant members of the Devon and Cornwall Children's University team will have access to it. Your child's data will be entered onto our secure database, HEAT, which can be accessed by the Devon and Cornwall University team.

What will happen to the data?

The anonymised data may be used in publications and might be used for additional or subsequent research. Your child will not be identified in any report or publication. If you do decide to withdraw from the programme, any data that has already been committed to research publications cannot be destroyed.

Devon and Cornwall Children's University Consent

Please read the following statements:

- The information you provide will be collected by the Devon and Cornwall Children's University team based at the University of Plymouth. Details of how it will be used are provided in the Guidance above.
- Your child's data will be handled anonymously and their individual responses obtained during any data collection will not be identifiable.
- You have the right to decline involvement in the project or to withdraw at any time. Details of how this can be done are provided in the guidance information above.
- If you do wish to withdraw no justification needs to be provided and all information will be destroyed, unless it has already been used within reports.
- Your school may request feedback from the data collected but this will not be given at a level that could identify your child and no individual responses will be given.
- Devon and Cornwall Children's University will not use your child's record in a way that would affect them individually.
- We will not release data to any unauthorised third parties.

Please circle to identify you understand the above statements

Yes
No

I consent to my child's data being used and shared with the Devon and Cornwall Children's University

Yes
No

I have read the information provided to me and I am happy for my child to participate in the Devon and Cornwall Children's University project.

Yes
No

I consent to my child's data being tracked and monitored as described in the guidance information above

Yes
No

I wish my child (full name) Date of Birth
to join the Children's University Scheme.

Child's School Child's Class

Parent's Name

Address

Post Code

Signature Date