



# Information sheet for parent/carer consent

## The Art Room Service

### *Frequently asked questions by parents and carers*

#### **1. What is The Art Room?**

The Art Room is a Place2Be service working with children and young people to increase their self-esteem, self-confidence and independence through art. Children and young people using The Art Room will attend once a week during school hours in small peer groups for at least a term. Each session follows the same structure and format to provide consistency. During the session the group will embark on a project to transform an everyday object, such as a stool, box or lampshade into a work of art which they eventually take home with them. Two or three highly trained practitioners work with each group and they focus on building children's social skills, emotional literacy and self-esteem throughout the programme. Some of the Art Room sessions take place in schools whilst others are offsite. You will be informed if your child's session is not within his/her school.

#### **2. Why do we ask for parent/carer agreement to offer the service?**

We believe it is important to inform parents and carers about our work. We also have an ethical responsibility to ask for consent to provide support for children.

#### **3. Who will The Art Room practitioners talk to about the sessions?**

The Art Room staff will ask your child's teacher for some information about your child and give the school some feedback on how the child is using the sessions and any general themes arising from them. They will report on the progress of each child at the end of the term. The Art Room practitioners will also have external clinical supervision 3 times a term in which they will discuss the sessions in order to support and develop their professional practice. The Art Room also has a responsibility to keep children safe and follow safeguarding procedures as and when required.



## The Art Room's evaluation

### **4. What is The Art Room's link with Place2Be?**

Place2Be is the UK's leading children's mental health charity providing in-school support and expert training to improve the emotional wellbeing of pupils, families, teachers and school staff.

On 1 January 2019 the Art Room merged fully with Place2Be and became a service provided by Place2Be.

### **5. What is The Art Room's evaluation and why is it important?**

The Art Room collects information to evaluate our effectiveness and learn about how to give the best possible service to children and families. For the Art Room to work well, we need to find out how the support we provide helps children's emotional wellbeing and their learning and academic progress.

Every year The Art Room reports on the numbers of children supported through its services, the needs of the children who come to The Art Room and the impact the service has made on children's wellbeing and learning. The results of this reporting can be found on this website: <https://www.theartroom.org.uk/impact>

### **6. What information about your child is included in The Art Room's evaluation?**

The Art Room collects information about your child from the school including their name, date of birth, gender and ethnicity. Full details of what The Art Room collects are on our website [www.theartroom.org.uk](http://www.theartroom.org.uk).

The Art Room will record your child's Unique Pupil Number/Scottish Candidate Number (see 10).

We store this data securely for 6 years and then it is destroyed.

The Art Room's evaluation provides an overall picture of children we support – your child cannot be identified in any report. If you agree for your child to come to the Art Room, but you do not wish your child's unnamed information to be used to evaluate our service, you can still receive a service from us.



### **7. Is your child's information confidential?**

Yes. Your child's name will not be in our research data. Your child's information will be stored securely and only seen by Art Room staff and by the Place2Be Research and Evaluation team.

### **8. What is the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)?**

The new DPA 2018 gives people control over their personal information (data) and requires organisations who have people's personal information to act in a lawful and transparent way. It brings the GDPR into UK law, in order to enhance people's control over their personal data. The Art Room works within the DPA 2018 and the GDPR to ensure that personal details, for example, name or date of birth, are lawfully collected, kept securely and not passed to other people or agencies.

### **9. Will your child's information be shared with anyone?**

To understand how Place2Be compares to other services and to learn how we can improve, Place2Be sometimes shares data with research partners, including universities and their students. It will never be possible to identify you or your child in the data we share or in any reports that are written.

### **10. What is the Unique Pupil Number (UPN)/Scottish Candidate Number (SCN)?**

The UPN/SCN is a number that identifies each pupil in school. This number remains with the child throughout their school career, even if they change school. UPN/SCNs are designed to track pupil progress and are part of the procedures used for target setting and monitoring in each school.

### **11. How can you withdraw your consent?**

You can withdraw your consent at any time by sending an email to [privacy@place2be.org.uk](mailto:privacy@place2be.org.uk). Please ensure you include your child's name, date of birth and school in order for us to easily locate your child's details. Once we receive your email, we will cease to carry out the sessions and/or cease to use your child's data in our evaluation unless we consider that there is an alternative legal basis to justify our continued processing of your child's data. If so, we will inform you of this condition.



## 12. Can you request the information held about your child?

You may ask us to confirm what information we hold about your child at any time, and request us to modify, update or delete such information. This is known as a Subject Access Request.

It is important to note that even if a child is too young to understand the implications of subject access rights, data about them is still their personal data and does not belong to anyone else, such as a parent or guardian. In the case of young children these rights are likely to be exercised by those with parental responsibility for them. If you request your child's data, proof of parental responsibility will be required.

We will consider whether the child is mature enough to understand their rights. If they are considered to be competent we will respond to or consult the child or seek the child's consent for disclosure to you (with parental responsibility).

You can make a Subject Access Request by sending an email to [privacy@place2be.org.uk](mailto:privacy@place2be.org.uk)

## 13. What can you do if you are unhappy with our service?

If you are unhappy with any aspect of our service, you can make a complaint to [jenny.raine@place2be.org.uk](mailto:jenny.raine@place2be.org.uk) or to [theartroom@place2be.org.uk](mailto:theartroom@place2be.org.uk).

If you are unhappy with how your child's data is handled, you may complain to the Information Commissioner via Office of the Information Commissioner Wycliffe House Water Lane WILMSLOW SK9 5AF Phone: 0303 123 1113