

# Litebite 22

## Managing Parental Consent

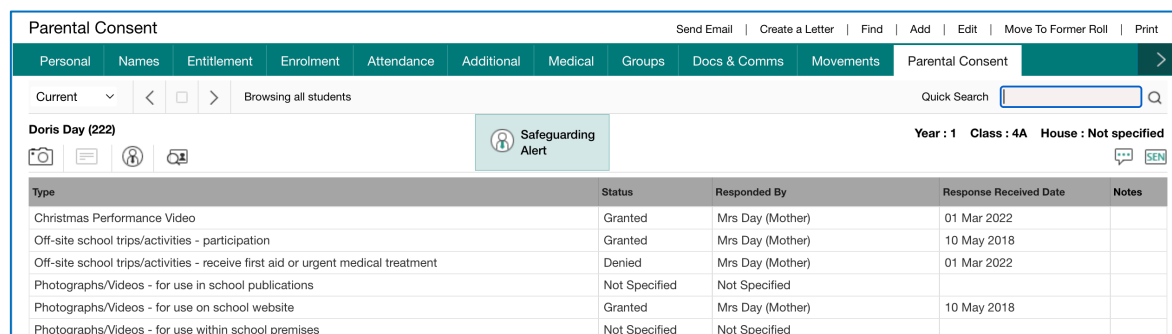
### Parental Consent Screen on a pupil record

The **Parental Consent** screen on a pupil record allows a school to record whether consent has been granted by the parent/carer for any specific data fields determined by the school.

The valid consent options are: **Granted; Denied; Withdrawn** (if changed from Granted)

School can also record parent name and the date on which the response has been received as well as any notes against the entry.

**The school can add/change specific data fields to Parental Consent that relate to the school's own needs/practices.**



Type	Status	Responded By	Response Received Date	Notes
Christmas Performance Video	Granted	Mrs Day (Mother)	01 Mar 2022	
Off-site school trips/activities - participation	Granted	Mrs Day (Mother)	10 May 2018	
Off-site school trips/activities - receive first aid or urgent medical treatment	Denied	Mrs Day (Mother)	01 Mar 2022	
Photographs/Videos - for use in school publications	Not Specified	Not Specified		
Photographs/Videos - for use on school website	Granted	Mrs Day (Mother)	10 May 2018	
Photographs/Videos - for use within school premises	Not Specified	Not Specified		

The Parental Consent screen may be initially populated with parental consent data fields already created as a default set (if the school has not used this before) or may be populated with data items recorded by the school for previous academic years:

For example:

- Off-site school trips/activities – participation
- Off-site school trips/activities - visit places of worship
- Photographs/Videos - for use on school website

### **Stage 1: Adding or editing data items**

**Any Parental Consent data items can be added or edited or made inactive if no longer in use. Note: they cannot be deleted. [See Stage 1 – Add/Edit Parental Consent data items below]**

*Note: Historically, most consent type data fields were recorded on the UDI screen. Whilst the UDI fields are still valid, your school may wish to transfer any existing UDI data to the new Parental Consent screen. See Transfer consents.... end of these notes for guidance.*

### **Stage 2: Collecting and recording consent from parent/carers**

Parental Consent can be obtained from the parent/carer either through the **Parent Portal module** (if Parental Consents has been switched on in PP) or through the traditional paper-based collection using the **New Pupil Form** (for new parents/carers to the school) and from any additional consent forms issued separately to parents/carers. [Refer to the Parent Portal Admin User Guide – Parental Consent for more information]


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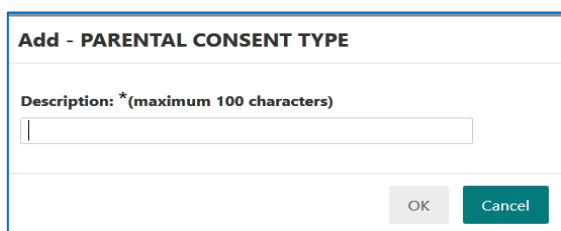
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### Stage 3: Reporting on Parental Consent

There are a few reports that enable schools to report on the current status of parental consents as well as being able to view the status of consents by pupil through Student Profile. [See Stage 3 – Reporting on parental Consents]

### Stage 1 – Add/edit Parental Consent data items

1. Go to **Modules > General > Parameters > Parental Consent Type** > click **View** icon
2. **Please check your current active data items:** you may wish to retain data items for later use but do not wish to use them now – for these, select each data field and click the Active/Inactive toggle  icon. Making the field inactive means that it will no longer be available for use/won't appear on screen or in reports/ will no longer appear in the Parent Portal module (if Parental Consents was switched on).
3. To add a new data item, click +
4. In the pop-up window, enter the name for your new consent data item and click OK. *Note: ensure the description is self-explanatory to enable parent/carer to clearly understand the nature of permission being asked for*



### Stage 2 – Collecting and recording consent from parents/carers

If you are collecting responses through the **New Starter Form** or any additional paper-based collection method, then you can manually enter the responses into the individual pupil record or bulk entry through Speed edit. Follow steps below.

If you are using **Parent Portal**, then collection of consents or any changes to consents are electronically collected and automated with Integris – refer to separate **Parent Portal Admin User Guide** for further details.

#### Record on an individual record:

1. Go to **Modules > Student Details** > locate the individual record required > click on the **Parental Consent** tab
2. Click **Edit**

Type	Status	Responded By	Response Received Date	Notes
Christmas Performance Video	Not Specified	Not Specified		+
Off-site school trips/activities - participation	Granted	Not Specified		+
Off-site school trips/activities - receive first aid or urgent medical treatment	Not Specified	Not Specified		+
Off-site school trips/activities - visit places of worship	Not Specified	Not Specified		+
Photographs/Videos - for use in school publications	Not Specified	Not Specified		+

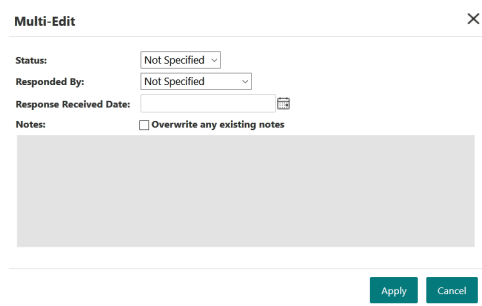
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- For the required parental consent item, select the appropriate option from the drop-down menu: **Status (Granted; Denied; Withdrawn) ; Responded By: Response Received Date** and click **+** to add any notes.

If recording for more than one data item at a time, select all the data items required using CTRL key and click – you will then see a **Multi- Edit** pencil icon become active on the right of the screen. Click the **Multi-Edit** icon. In the pop-up window:

Select the appropriate options from the drop-down menus – the options will apply to all the fields selected.  
 Note: to add a note here, you need to tick the box for ‘Overwrite any existing notes’. The notes entered will apply to all the fields selected and will replace any note previous entered for an individual item.  
 Click **Apply** to make the changes and close the pop-up window.



- Click **Save** to save the changes and exit out of Edit mode.

### Bulk entry for a group of pupils using Speed Edit

In Speed Edit, you can edit the **Parental Consent Status** field and the **Parental Consent Response Received Date only**

**Note:** You cannot amend the **Parental Consent Responded By** field in Speed Edit – this items will default to ‘Not specified’..

- Go to **Modules > Administration > Speed Edit**
- Under **Area**, select **Parental Consent Status**.
- A further **Consent Type** drop down menu appears to the right of the screen. Select the required data consent field.
- Select the pupils as required (*don't forget to use the quick **Select All** option to select all the pupils quickly*)
- From the **New Value** box select the option required. [*Note: to save time, make all pupils have the majority value e.g. Granted*]
- Then click **Apply Changes** to edit the field.  
 At this point you can change any individual pupil's value if different [*i.e. select those pupils with a denied value*]
- When all values have been edited correctly, click **Save**.
- Now, with same pupils on screen, under **Area** select **Parental Consent Response Received Date**

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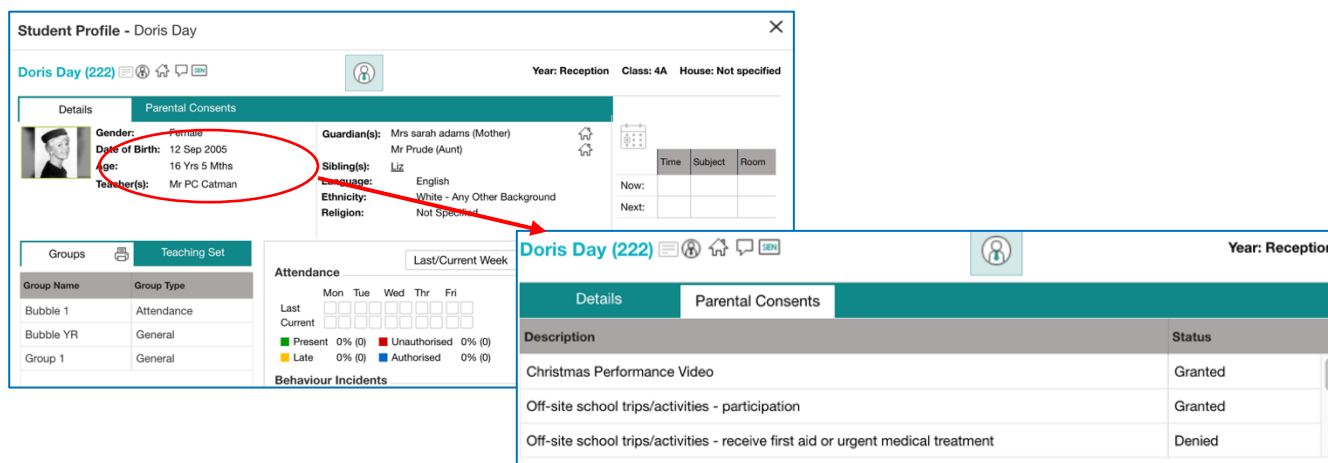
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9. From the **Consent Type** drop down menu select the required data consent item again.
10. Select all the pupils as required
11. From the **New Value** box select the date from the Date Selector icon
12. Then click **Apply Changes** to edit the item. *[Edit any individual pupil's value if different]*
13. Click **Save**
14. Click **Cancel** to exit out of Speed Edit when done.

If any Notes need to be added to any individual pupil's consent field, you will need to go to the individual pupil record and add them manually.

### Stage 3: Reporting on Parental Consent

Using the **Student Profile** window – teachers/users can view current status for an individual pupil – student profile is available by double-clicking a pupil name on an attendance register or clicking the Student\_Profile icon on the pupil record.



**Student Profile - Doris Day**

Doris Day (222) Year: Reception Class: 4A House: Not specified

**Details** | Parental Consents

Gender: Female  
 Date of Birth: 12 Sep 2005  
 Age: 16 Yrs 5 Mths  
 Teacher(s): Mr PC Catman

Guardian(s): Mrs sarah adams (Mother)  
 Mr Prude (Aunt)

Sibling(s): Liz

Language: English

Ethnicity: White - Any Other Background

Religion: Not Specified

Attendance: Last/Current Week

Group Name	Group Type
Bubble 1	Attendance
Bubble YR	General
Group 1	General

**Parental Consents**

Description	Status
Christmas Performance Video	Granted
Off-site school trips/activities - participation	Granted
Off-site school trips/activities - receive first aid or urgent medical treatment	Denied

**Standard report for Parental Consent** which shows consent status for any or all of the consent data items you are using.

1. Go to **Reports > Administration > Student Reports > Parental Consent**

You can make the report transferrable to Excel (etc.) if you chose *Interactive* in the Report Format field.

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Parental Consent

Main Title:

Page Footer:

Report Format:

**Options**

Student Names on Report:

Consent type:

Status:

Response received date: From:  To:

**Student Selection** | **Sorts**

Select Students by:

Code	Description	Teachers
n/s	Not Specified	
1A	1A	Mr Phillip Catman
1B	1B	Mr Phillip Catman
2A	2A	Mr Phillip Catman

- In the **Consent Type** box, the default is set to 'ALL' which will include all of the consent data items that appear on the Parental Consent screen – click in the **Consent Type** box to select a single data item if you only want one item or continue selecting to add to your 'pick' list
- For the **Status** field, the default is ALL but you can select any of the options (e.g. if you were only interested in reporting on pupils with 'Denied' for consent, click in the **Status** box and select 'Denied')
- You can also set a date range for **Response Received date** if required
- Select the group of pupils you wish to include in the report – select from the **Select Students** box.
- Click on the **Sorts** tab – you can group together the option values (i.e. all consent with status **Granted** grouped together followed by Denied grouped together etc.)
- Click **Generate Report**

The report will look like this:

Class: 1A, Consent type: Swimming at pool

Name	Year	Class	Consent type	Status	Responded by	Response received date	Notes
Bednobs, Henry	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Benz, Mercedes	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Bustop, Jacobson	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Fairbanks, Douglas	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Gibb, Maurice	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Hepburn, Audrey	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	
Judkins, Stevie	6	1A	Swimming at pool	Granted	Not Specified	24 Aug 2023	

**Note:** You can create your own bespoke Parental Consent reports through Ad-Hoc Simple reporting.

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### Interactive Report to view by class and by Consent type and option

(Note: the user needs to have user roles FlexibleReportUser and CreateFlexibleReport assigned to their user account to access this report)

1. Go to **Reports > Ad-Hoc Reporting Flexible > Integris Reports > select STUDENT\_ Student List with Parental Consents.wls**

2. Click the **Run Report icon (top right)**

3. Click **Submit**

You will see your classes listed in the first box, consent data items listed in the second and the response options in the third as per example below:

### Student List with Parental Consents

**Class**

1A  
1B  
2A  
2B  
3A  
4A  
4B  
5B  
Rec A

**Type**

Christmas Performance Video  
Off-site school trips/activities - participation  
Off-site school trips/activities - receive first aid or urgent medical treatment  
Photographs/Videos - for use in school publications  
Photographs/Videos - for use on school website  
Photographs/Videos - for use within school premises  
Swimming at pool

**Status**

Denied  
Granted  
Not Specified

Year Group	Class	Student Name	Type	Status	Responded By	Response Received	Notes
5	3A	Ball, Luce	Off-site school trips/activities - participation	Granted			
5	3A	Ball, Luce	Swimming at pool	Granted		8/24/2023 12:00:00	
4	Rec A	Vodka, Heidi	Off-site school trips/activities - participation	Granted			
4	Rec A	Vodka, Heidi	Swimming at pool	Granted		8/24/2023 12:00:00	
5	Rec A	vodka, heidi	Off-site school trips/activities - participation	Granted			
5	Rec A	vodka, heidi	Swimming at pool	Granted		8/24/2023 12:00:00	
1	4A	Dav, Doris	Christmas Performance Video	Granted	Mrs Dav (Mother)	3/1/2022 12:00:00	

4. By selecting a class, the pupil names in the list will change accordingly.

By selecting a consent data item in Type box, you can focus on one item only to be listed

By selecting 'Denied' you can produce lists which only show those pupils flagged as Denied for the consent item(s). You can also select 'Not Specified' to see where no responses have been received/recorded.

Any combination of selections can enable you to produce 'parental consent' class lists for your teachers.

5. Click the **Print** icon in the top left menu to create a PDF report which can be emailed to your teacher(s) or printed.

This information represents the status of the consent information as at the time the report is run.

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### Transfer consents information from your UDI tab to the Parental Consent tab.

Unfortunately, there is no magic button to do this for you!

What you need to do is first, look through your UDI fields and decide which ones are those you want to continue to use on the Parental Consent screen. The follow the steps below.

1. The UDI data field names need to be included in the Parental Consent parameters – so follow Stage 1 notes above to ensure the data field names are entered into the parameters list.
2. Using Speed Edit, under **Area**, select “Student UDI Fields” and in the **UDI Field** drop-down menu, select the existing field you wish to transfer.
3. Select the group of pupils through **Find** to list in Speed Edit.
4. Click the **Value** header to group the values together – at this point you can print the list for reference. For example, a UDI field called **Permission to Administer First Aid** may have Yes and No values assigned to the pupils.
5. Change the **Area** to **Parental Consent Status** and in the **Consent Type** drop down menu, select the newly added data field name (in my example, I would select Permission to Administer First Aid)
6. Click **Find** and on the **General Search** window, select the **UDI** tab. For the data field in question, select ‘equals’ in the **Condition** box and select **Yes** in the **Value** box.  
(In my example, I would have Permission to Administer First Aid Equals Yes)  
Click Find and then click Select saying Yes to the prompt to bring all the ‘Yes’ pupils to the Speed Edit screen.
7. You can now click Select All to select all the pupils and assign then a new value of **Granted** for the data field on the Parental Consent screen.
8. Repeat step 6 to select the ‘No’ pupils for the data field and continue with Step 7 to assign the new values required for the Parental Consent screen.
9. You can of course use Speed Edit to assign a date for the **Parental Consent Response Received Date** field if you have that information.

You can of course delete any UDI fields that are no longer required by going to **Modules > Administration > UDI Definitions**. However, the UDI field must not have any value assigned to any pupil (both in CR or Former Roll) before it can be removed from Integris. If you decide to keep the UDI field but not use it, please ensure your staff are aware of this.