

Pupil data: the golden rules

Lesson 35 · Privacy and safety for teachers · Watch the video and take the quiz online:

lessonplanner.info/training/35-pupil-data-rules/

Where to find it: School Report Writer → Using it safely

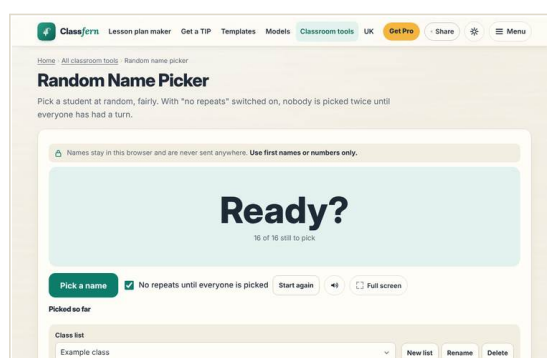
What you'll learn

- What to use in class lists instead of surnames
- Which details never go in
- Where safeguarding concerns go
- What to do on a shared computer



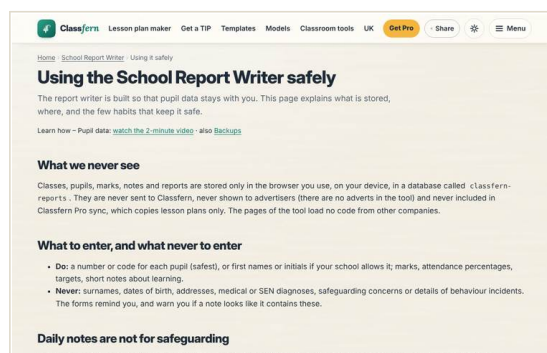
Step by step

- 1 First names, initials or numbers.** In class lists, use first names, initials or numbers. Never surnames. Many tools have a **Use numbers instead** button.



Use first names or numbers in class lists.

- 2 Never enter sensitive details.** Never enter dates of birth, addresses, medical or SEN details, or anything about safeguarding.
- 3 Safeguarding goes through your school.** Safeguarding concerns always go through your school's own procedure, straight away. Classfern is not the place for them.
- 4 Keep pupil details out of AI.** Never type pupils' personal details into an AI tool. Write "Pupil A" instead.
- 5 Shared computer? Delete when done.** On a shared computer, delete pupil data when you've finished – for example with **Delete all pupil data on this device** in the Report Writer.



Using the School Report Writer safely: what to enter, and what never to enter.

Tips

- Classfern keeps what you type on your own device, but these rules matter on every site you use.
- Read the full guide on using the Report Writer safely.

Try it

Check one class list you use (on any site). Does it follow rule one?

Check what you know

1. What should you use in class lists?

- A** First names, initials or numbers – never surnames
- B** Full names
- C** Dates of birth

2. Where do safeguarding concerns go?

- A** Through your school's own procedure, straight away
- B** Into Classfern notes
- C** Into an AI tool

3. You've finished on a shared computer. What do you do?

- A** Delete pupil data
- B** Leave it for next time
- C** Share the screen

Answers: 1 A · 2 A · 3 A (turn the page round to check)