

Using the Secure Every Child Counts Website Guidance for Schools

May 2018

All schools that are currently registered for an ECC programme can use a secure website area.

You can use the **ECC Online Data System** to record data and download reports about children's progress on ECC programmes. You can also use the **Resources** area of this site to download resources for your ECC programmes.

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- p 9 How to use the online data system to record data and download reports for your school about children's progress on their ECC programme(s)
- p 15 This page is a sample of a data consent form that you can use to obtain parents' consent before you use the online data system. You can also download it from the protected resource area of the ECC website.

Further Support

The ECC online systems are continually reviewed and updated. Details may change slightly from those shown here. If you encounter any problems, then please contact:

Every Child Counts

ecc@edgehill.ac.uk

01695 657133

Data Protection and the Every Child Counts Data System

Information for Schools

May 2018

The Every Child Counts (ECC) online data system is a data processing system. Edge Hill University (EHU) provides it as a service to the schools that take part in ECC programmes. EHU and each school that enters pupil data on the system are identified as data controllers.

Definitions

Data Protection Authority: the relevant data protection authority in the territories where the Parties are established, here the Information Commissioner's Office (ICO).

DPA: the Data Protection Act 1998 (DPA), the Data Protection Directive (95/46/EC), from May 25th 2018 - the General Data Protection Regulation (2016/679) (GDPR), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) (as amended) and all applicable laws and regulations relating to the processing of the Personal Data and privacy, including where applicable the guidance and codes of practice issued by the UK Information Commissioner or any other national data protection authority, and the equivalent of any of the foregoing in any relevant jurisdiction.

Data Security Breach: a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to the Shared Personal Data.

Data Controller, Data Processor, Data Subject and Personal Data, Sensitive Personal Data, Special Category Data and processing shall have the meanings given to them in the DPA and the GDPR.

Purpose

This notification reflects the arrangements that have been agreed to facilitate the sharing of personal data relating to pupils between the Parties acting as data controllers and explains the purposes for which the personal data may be used.

Schools may use the data to:

- track the progress made by individual pupils and share this with parents
- monitor the progress made by groups of pupils, including vulnerable groups, and share this with governors and inspectors
- benchmark your school's outcomes against national ECC outcomes and evaluate and improve the effectiveness of your ECC programmes.

EHU may use the data to:

- provide reports for schools for the above purposes
- evaluate and improve the effectiveness of ECC programmes for schools across the country and share national outcomes with schools and interested parties
- research the implementation and impact of ECC.

Compliance with National Data Protection Laws

The shared personal data must not be irrelevant or excessive with regard to the Agreed Purpose. Processing is necessary for the performance of a task carried out for the legitimate interest pursued by the controllers or by a third party, except where such interest are overridden by the interests or fundamental rights or freedoms of the data subject which requires protection of personal data (GDPR Art 6. 1 (f))

Each school that enters pupil data has been identified as a data controller.

Security

The online data system is currently operated on behalf of EHU by Data Architects Ltd., who are certified as meeting the ISO 27001 standard for information security management. Data Architects Ltd. is recognised as a data processor for this purpose. Data that is processed directly by EHU is governed by EHU's Information Security Policy, which is aligned to ISO 27001.

The online system is password protected and schools can only enter and view data relating to their own pupils. Only authorised EHU staff can access the data and no hard copy records are stored. EHU will not share the data with any third party and will not transfer it outside the European Union.

Retention

EHU will retain records on the online data system for up to four years after their entry date and will then archive them and delete them from the online system. EHU will anonymise the archived records so that no pupil or school can be identified and will retain them on its secure internal network for evaluation and research purposes.

PERSONAL DATA or ANONYMISED DATA?

As a school, you can decide whether you want to enter personal data or anonymised data about each pupil - or personal for some and anonymised for others.

Personal data is data that could enable a pupil to be identified, e.g. their name and date of birth and characteristics such as pupil premium eligibility and special need (*please refer to pages 10 & 11 of this guide*).

The advantage of entering personal data is that the more information you put into the system, the more your reports will include. It is more straightforward to share a pupil report with a parent if it states their child's actual name rather than, for example, "Child A". Your school report will analyse the impact of ECC for vulnerable groups such as pupil premium children, but can only do so if this information has been entered.

If you want to enter personal data on the system then, as a data controller, you need to have a legal basis for doing this. You might decide that this is covered by parental consent that you have already obtained or on some other basis. Alternatively, you might decide that you need to obtain specific consent from parents to use the ECC data system. If so, we have provided a sample consent form that you can use or adapt if you wish (*page 15*), or you can design your own form. Your school should keep the signed forms; you do not need to send them to us.

If a parent later withdraws their consent, just let us know and we will anonymise the pupil's data on the system.

Anonymised Data is non-personal data that cannot be used to identify a pupil. You can enter anonymised data on the system for any pupil for whom you decide not to enter personal data. EHU will be unable to identify the pupil and so would anyone who gained unauthorised access

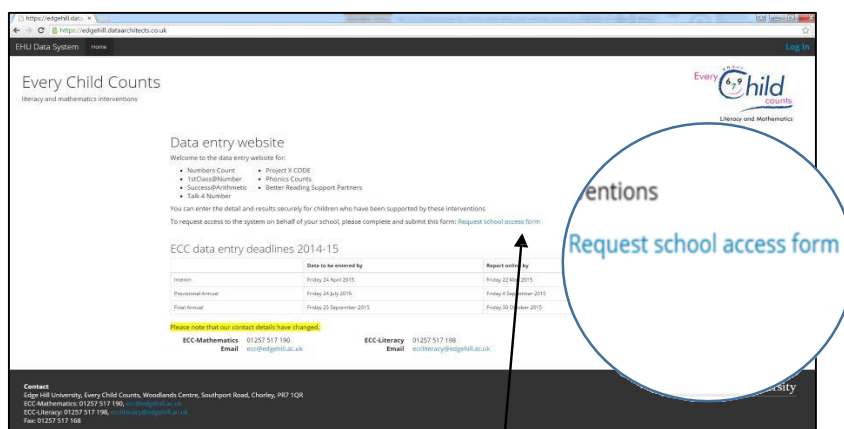
to the system.

If you decide to enter anonymised data for a pupil, then

1. On the Child Details (*please refer to page 10*):, enter a pseudonym for their name, e.g. “*Pupil A*” or “*Class 3 Child 1*” or “*Lewis Hamilton*”. Keep a record of the pseudonyms that you have used, so that you can recognise them in the reports that you download.
2. On the Background page (*please refer to page 11*):
 - a. Enter their date of birth as being the first day of the month of their actual date of birth, e.g. “*01/05/2008*” instead of “*17/05/2008*”.
 - b. Decide whether you wish to answer the questions about Pupil Premium, Special Educational Need and Home Language. If you think your answers would enable the pupil to be identified, then just select ‘*not relevant*’ or ‘*not known*’.
 - c. Answer the other questions as normal (entry test date, school year and gender).
3. Answer all the questions on the Entry and Exit pages as normal (test data, teacher assessments, exit date and status, number of lessons etc.).
4. If you add any comments, remember to use the pupil’s pseudonym and to avoid details that could identify them.

Registering to Use the Secure Website

Use this address to register: <https://edgehill.dataarchitects.co.uk/>



Click on the blue request access link to register your school for the site

Enter your full school name and a generic school email, e.g. office@..... or admin@....

Please do not use personal or individual school email accounts, as we need to verify that the request comes from a school and several staff members may use the system at the same time.

Tick the boxes for the ECC interventions your school takes part in.

Click "Submit request".

You will receive an automated response from the website (please do not reply to it as it will not reach us) to acknowledge your registration. It will take approximately 48 hours to register your school and we will then confirm by email to say that you can now access the site. Please allow up to 15 days in busy periods such as September when we will have many registrations. Once your registration has been processed, you will receive an e-mail:

Dear admin@school.co.uk, your new EHU (Edge Hill University) Data System password is: 567YQ818

You can change this via your account details page once you're logged in. The account details link can be found at the top-right of any page.

Follow this link to login to the site: <https://edgehill.dataarchitects.co.uk/Login>

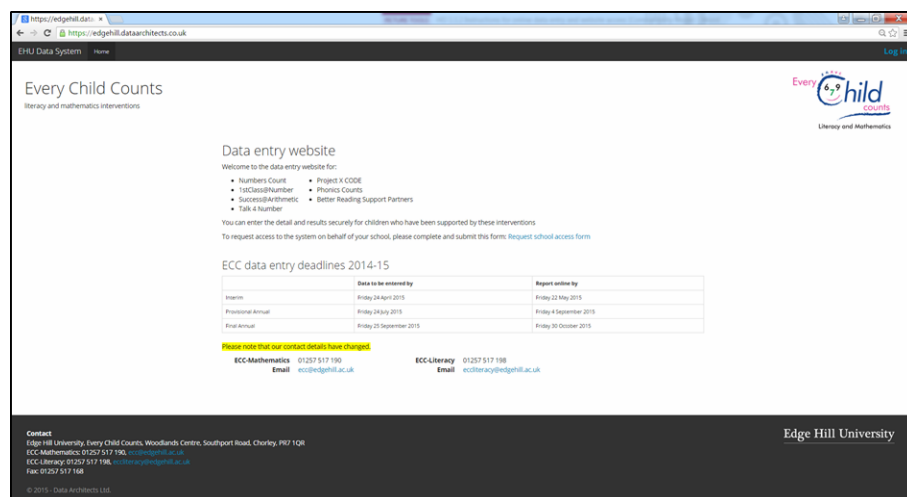
You can use the e-mail address and password that you have registered to access BOTH the programme resources and the online data site.

Accessing the ECC Online Resource and Data Site

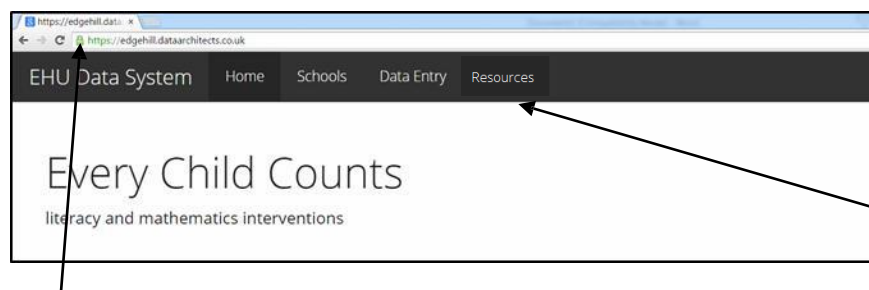
The online resource and data site address is <https://edgehill.dataarchitects.co.uk/>

Your **username** is the e-mail address that you have registered.

Your **password** is the password that was sent to you by e-mail or that you have since changed.



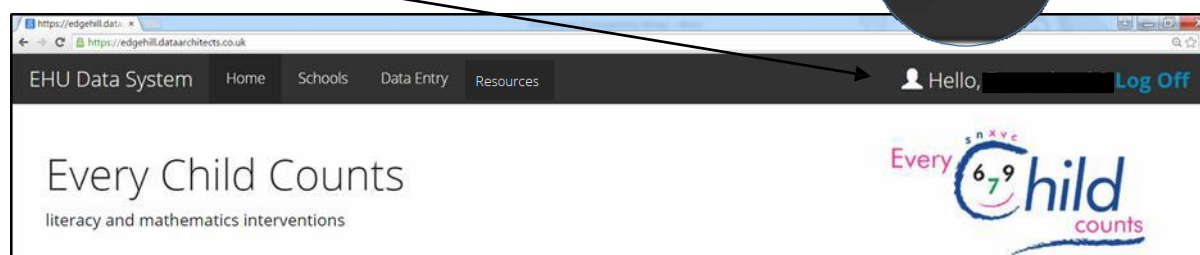
Select **Log in** (top right of the screen and then insert your school email address and password in fields when requested



Once successfully logged in, the black bar at the top of the screen will expand to show Schools, Data Entry & Resources

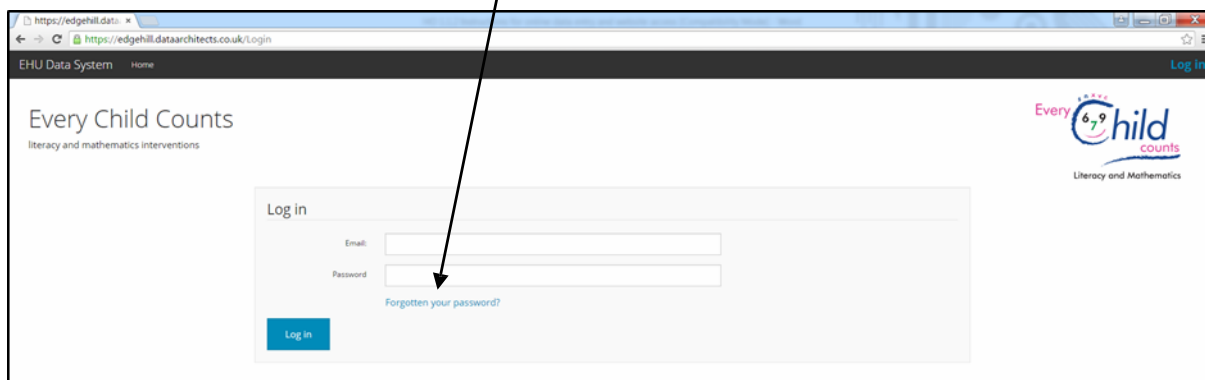
The padlock indicates that this is a secure site.

To change your school password please click on the Account Details icon in the top right corner when you have logged in.

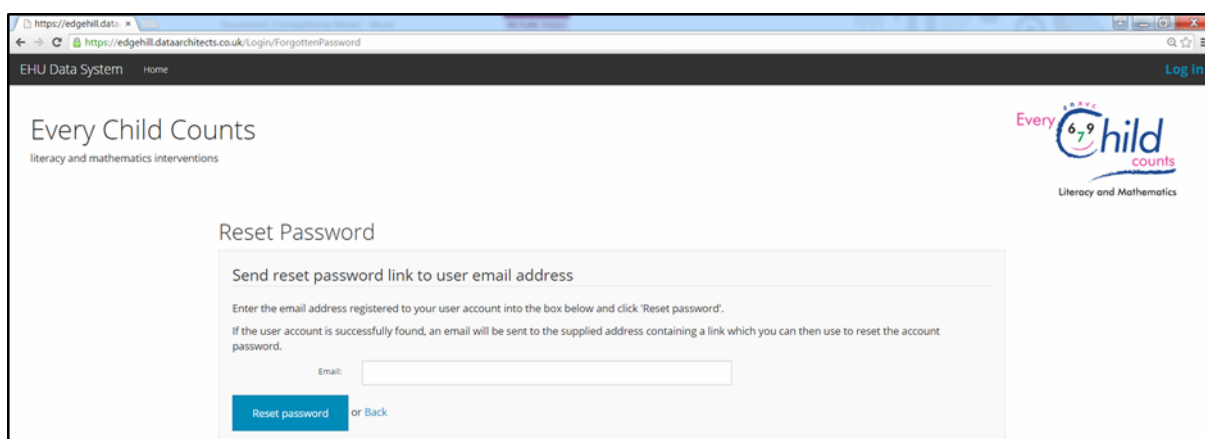


Click Change Password and enter your new password.

If you ever forget your password click on 'log in' and you will see a link to *Forgotten your password.*



The screenshot shows a web browser window with the URL <https://edgehill.dataarchitects.co.uk/Login>. The page header includes 'EHU Data System' and 'Home'. The main content area features the 'Every Child Counts' logo and the text 'literacy and mathematics interventions'. A 'Log in' button is present. Below the login form, there is a link that says 'Forgotten your password?'. An arrow points from the text above to this link.



The screenshot shows a web browser window with the URL <https://edgehill.dataarchitects.co.uk/Login/ResetPassword>. The page header includes 'EHU Data System' and 'Home'. The main content area features the 'Every Child Counts' logo and the text 'literacy and mathematics interventions'. A 'Reset Password' form is displayed, with the title 'Reset Password' and the instruction 'Send reset password link to user email address'. The form includes a text box for 'Email' and a 'Reset password' button. A 'Back' link is also visible.

After you have entered your generic school email and clicked on reset password, you will receive the following email:

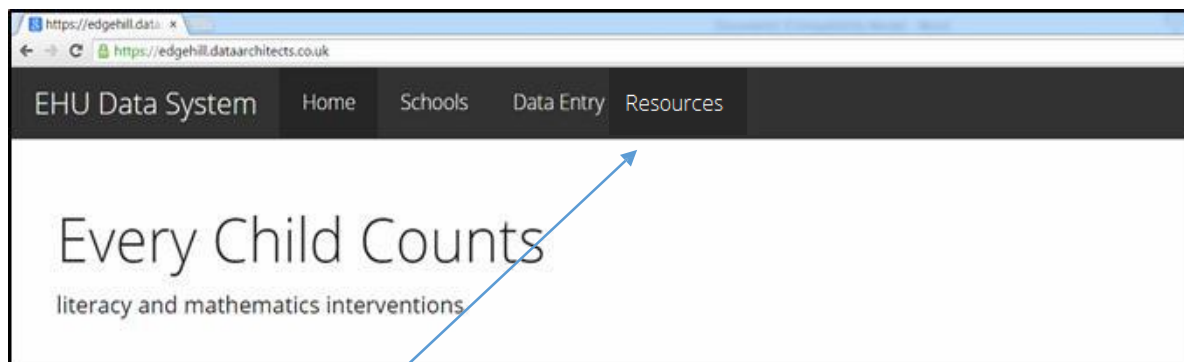
Dear school@borset.com, you have requested a change of EHU Data System password.

Please follow this link to set your password: <https://edgehill.dataarchitects.co.uk/Login/SetPassword?user=2271&token=68Pk4x5vE0UZ>

Please note that this link will expire in 24 hours, at which point you will have to request a new one

The link will expire so please reset your password within the time allowed.

Accessing the Secure Programme Resources

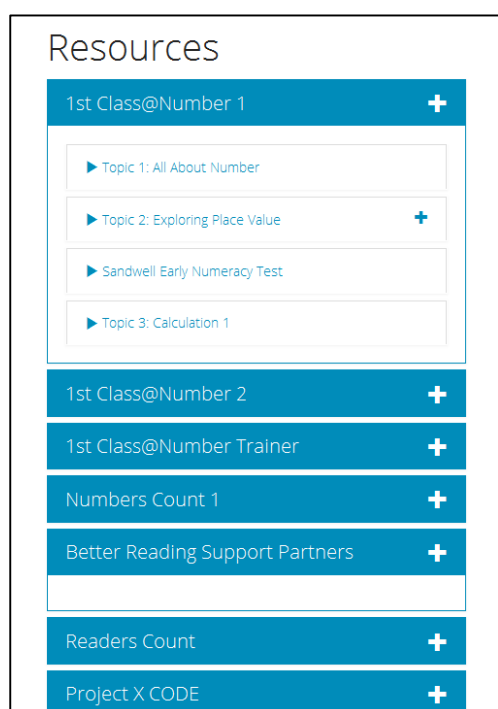


Click on the tab **Resources**.



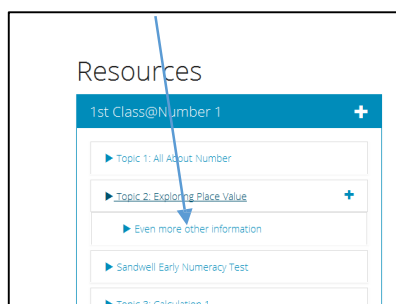
Listed here will be all the ECC courses you have a current registrations for. Your registration lasts for 12 months from the training start date.

Click on the + next to the name of the programme and this will expand the pages below.



As further pages are revealed, those that have a + in the right hand side margin can be expanded even further to reveal more sub pages.

Once you have found the page you wish to access, by hovering over the page title and clicking on it, the content will be revealed.



Using the Online Data System

The screenshot shows a web browser window with the URL <https://edgehill.dataarchitects.co.uk/School/Details/5467>. The page title is 'Test school 2'. It contains several sections for school management:

- Login details:** A table with columns Name, Email, and Active. It shows 'Test school 2' with email 'rs@edgehill.ac.uk' and an active status.
- Teachers:** A section with an 'Add teacher' button and a table with columns ID and Name. It shows a teacher with ID '709003' and name 'Tammy Trotter'.
- Teaching assistants:** A section with an 'Add teaching assistant' button and a message: 'No teaching assistants registered for this school.'
- School accreditations:** A section with a message: 'No accreditations registered for this school.'
- Course registrations:** A table with columns Name, Trainer, Teacher, Start Date, and End Date. It lists four courses: 'Better Reading Support Partners', 'Every Child Writes', 'TestedBurning 19', and 'Numbers Count 1 New'. The first three are managed by 'Val Chamberlain' and the last by 'Val Chen' and 'Tammy Trotter'. All start on 01/06/2015 and end on 30/06/2015.
- Data entry:** A section with a table showing 'Completed child data' for 'Better Reading Support Partners' and 'Numbers Count'. Both show '0' completed children, with a 'View children' link for each.

By clicking on the 'schools' tab you will see further information about the ECC courses you are currently registered for.

Teachers: if you take part in Numbers Count or Readers Count you will see the names of the teachers who are registered for these programmes.

Teaching Assistants: add the names of the teaching assistants who deliver the ECC interventions – when you add data for the children who have received these interventions you will be able to include the teaching assistant name.

Course Registrations: courses your school is currently registered for are listed here, together with the date the course started and when access to the data and website will end.

Data entry: course registrations will give your school access to relevant data entry forms by clicking on the [View children](#) link you will be taken to the relevant data entry form.

Entering Data

EHU Data System | Home | Schools | Data Entry | Hello | Log Off

Every Child Counts

literacy and mathematics interventions

Data Entry

Select Intervention

Intervention	Completed child data	
Better Reading Support Partners	0	View children
Numbers Count	0	View children

By clicking on the data entry tab you will see a list of interventions your school is registered for. Again by clicking on the [View children](#) link you will be taken to the relevant data entry form.

EHU Data System | Home | Schools | Data Entry | Hello | Log Off

Every Child Counts

literacy and mathematics interventions

[Go to school details](#)

Data Entry

Test school 2 - Better Reading Support Partners

Children

[Add child](#)

No children for this intervention.

To add a new child record, click on the [Add Child](#) button – the short online form below will result.

EHU Data System | Home | Schools | Data Entry | Hello | Log Off

Every Child Counts

literacy and mathematics interventions

Add child

Child details

Programme: Better Reading Support Partners

Teacher: [Teacher](#)

First Name (as you wish it to be stored):

Last Name (as you wish it to be stored):

[Save](#) or [Back](#)

If you have previously added the name of the teacher/teaching assistant on your school page you will be able to choose the name in the drop down list. Then add the child's full name or a pseudonym. Save the information.

Every Child Counts
Literacy and mathematics interventions

Every **child** counts
Literacy and Mathematics

[Go to school details](#)

Data Entry

Test School - Better Res

Children

Add child

Teacher	Child		Background	Entry	Exit	End of Year
Silly Sausage	Child A	Select	☆	☆	☆	☆
Silly Sausage	x x	Select	★	☆	☆	☆

This form will summarise the children you have added to date and the status of the data that you have entered



Data entry complete



No data entered



Data entry incomplete

Background

- What was the date of the child's entry test (or start of the programme if not tested)?

In the last year
- What is the child's date of birth?

dd/mm/yyyy
Between 5 and 20 years ago
- What was the child's school Year at the start of the programme?
Please choose an equivalent English / Scottish school year or 'other'
- What is the child's gender?
- Is the child eligible for the Pupil Premium or free school meals?
- Does the child have a Special Educational Need or an Additional Special Need?
- Does the child have a Statement, an Education and Health Plan or a Co-ordinated Support Plan?
If the child has an SEN or an ASN, Terms vary across the UK. Please answer as appropriate for your school.
- What is the child's ethnic background?
- What is the child's first home language?
- What was the child's National Curriculum level for Reading at the end of last year?
If relevant - choose the assessment method used in your school
- What was the child's Reading Age in months at the end of last year?
If relevant - choose the assessment method used in your school. Enter a whole number of months, e.g. "63" for 5 years 3 months

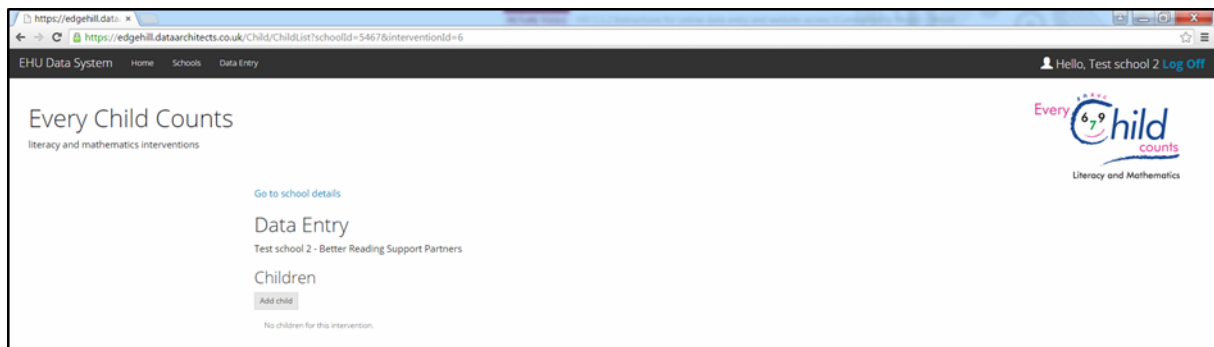
Between 36 and 180
- What was the child's Standardised Score for reading at the end of last year?
If relevant - choose the assessment method used in your school. Enter a whole number between 60 and 140.

Between 60 and 140

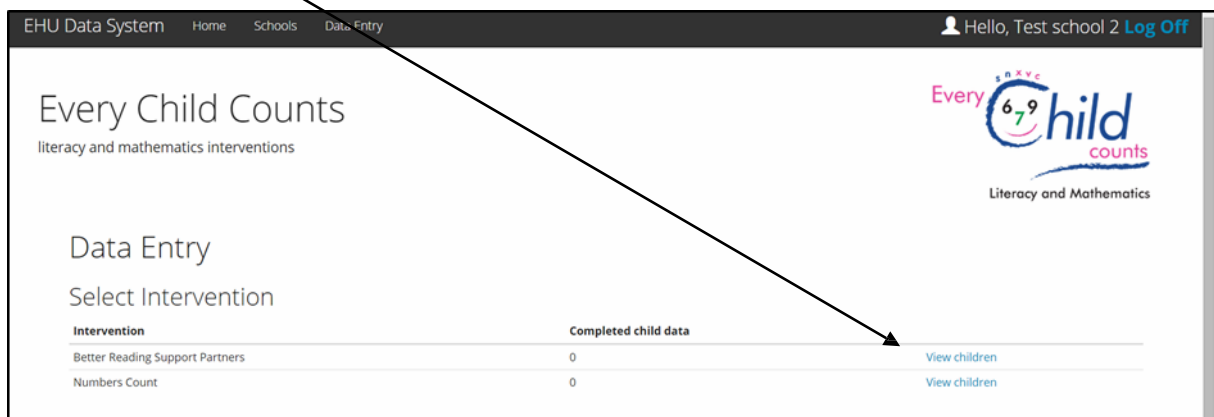
If any questions are omitted or out of the answer range then a red query will be shown at the side of the data. You can save data at any time and return to finish entering it at a later date. The status of the form is indicated by the icons.

If you want to view the data you have previously entered for any child, clicking on the icon next to the child's name will reveal the data form.

If you wish to enter more data for a different intervention programme you can return to the summary table by clicking on [Data Entry](#).



Click on View children to add or complete entry for children on a different programme.

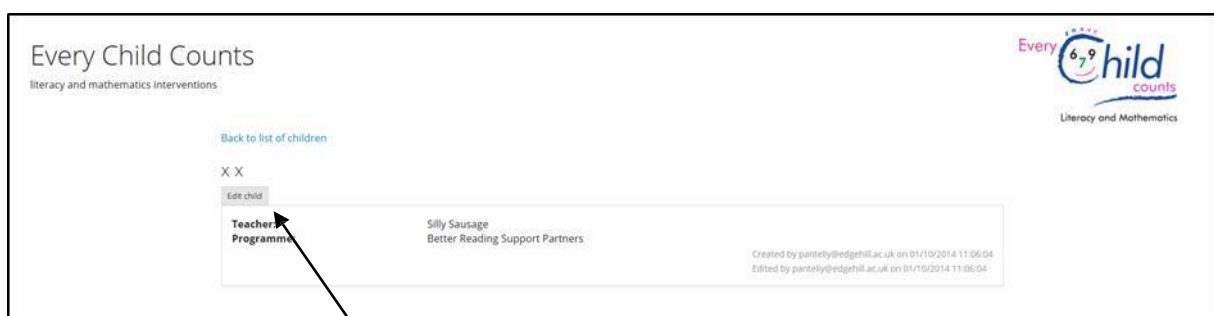


Editing a child record

If, for instance, the child name has been spelt incorrectly, firstly click on [View children](#).



Select the appropriate child in the list and select [view](#).



This will allow you to change the child's name.

Please note that revised data entry collection sheets are available in the protected [Resources](#) area for each programme.

Accessing reports

As soon as data is entered for a child an 'instant child report' is available.

Every Child Counts
literacy and mathematics interventions

Go to school details

Data Entry
Test School - 1stClass@Writing

Children
Add child

Showing children for: 2016/2017 Change year

1stClass@Writing

Teacher	Child		Background	Entry	Exit
Silly Sausage	K G	Select	★	★	★
Silly Sausage	A G	Select	★	★	★
Silly Sausage	T G	Select	★	★	★

Every Child Counts
literacy and mathematics interventions

Back to list of children

K G

Edit child Delete child Download report for child

School Year:
2016/2017
Teacher:
Silly Sausage
Programme:
1stClass@Writing: Dragon Hunters

Created by sarah.brand@edgehill.ac.uk on 26/01/2017 11:59:31
Edited by sarah.brand@edgehill.ac.uk on 26/01/2017 11:59:31

Three times each year a full programme report for all the children with complete data entered on line is also downloadable – please see the data site home page for the data entry deadlines and reporting dates.

Reports can be found by clicking on the **[schools](#)** tab and scrolling to the bottom of the page.

ECC Online Data & Resource System UAT Home Schools Data Entry Resources

Hello, Test School Log Off

Data entry

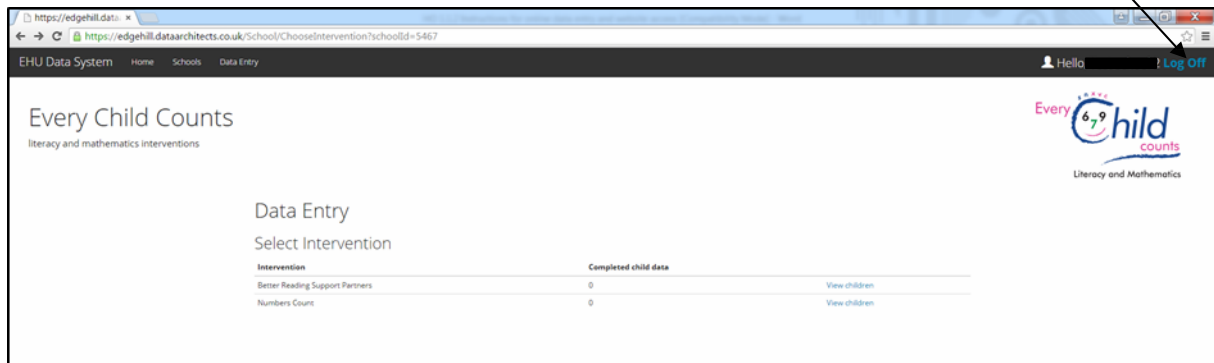
Intervention	Completed child data 2016/2017	
1stClass@Number	3	View children
1stClass@Writing	3	View children
Project X Code	0	View children

Reports

No reports uploaded for this school.

Logging Off

Please log off the site when you have finished entering data by using the button in the top right corner.



This process will protect the security of your data.

Parental Consent for Every Child Counts Data

Every Child Counts helps children to learn. We want every child who takes part, including your child, to be taught as well as possible and to make as much progress as possible. We are asking you to help us by giving us permission to process data about your child's progress.

We want to enter information about your child's Every Child Counts programme(s) on Edge Hill University's online Every Child Counts data system.

The data system will give us records of your child's progress that we can share with you, and it will tell us how well Every Child Counts is working across the school so that we can see what we are doing well and what we need to improve. Edge Hill University will also use the data to work out how well Every Child Counts is working across the country, and to research and improve it; ***your child will never be named in the University's reports.***

The data system is based in the UK and complies with UK legislation such as the Data Protection Act 1998, the General Data Protection Regulation, the Electronic Communications Data Protection Directive, the Privacy and Electronic Communications Regulations and all applicable laws and regulations relating to the processing of the Personal Data and privacy, including where applicable the guidance and codes of practice issued by the UK Information Commissioner or any other national data protection authority, and the equivalent of any of the foregoing in any relevant jurisdiction.

We hope that you will agree to these things so that the school and Edge Hill University can make Every Child Counts work as well as possible for your child and all other children. Whatever you decide, your child will still be entitled to take part in Every Child Counts.

Thank you for your help

I agree that the school may use the Every Child Counts data system to process personal data about my child's involvement in Every Child Counts.	
School Name	
Child's Name	
Your Name	Relationship to Child
Signature	Date

The school should keep this form and give a copy to the parent.

If you change your mind later, you can withdraw your consent at any time by signing the box below and giving this form to the school. All data that could be used to identify your child will be removed from the system as soon as possible.

I now withdraw my consent to the use of the Every Child Counts data system to process personal data about my child.	
Your Name	Relationship to Child
Signature	Date