



Volunteer Confidentiality Agreement

We have a duty to ensure the safety, well being and protection of all our pupils and for everyone who work with children within this school by having in place clear guidelines when dealing with matters of confidentiality.

We believe we need to work hard to create and maintain a school environment based on trust where pupils, school personnel, external agencies, visitors and parents/carers feel safe and comfortable when discussing personal issues and concerns.

The safety, well-being and protection of all our pupils is at the centre of all discussions and decisions that school personnel make about confidentiality.

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I am in agreement that:

- All personal information regarding pupils or school personnel is confidential and will be kept so;
- All school personnel and parental helpers will abide by a strict code of the highest professional and ethical standards in order to safeguard confidentiality of all practices and information held within the school;
- The Headteacher is responsible for taking action if a member of staff or parental helper is identified to having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff;

I am in agreement with the above and agree that I will treat all information received in the strictest confidence and will not divulge any information outside the school.

Name (please print)

Date

Signature