

## The Edith Borthwick School Confidentiality Agreement

### For the attention of all employees, volunteers, visitors and contractors

#### Introduction

All employees, volunteers, visitors and contractors should be aware that information relating to individual children or members of staff is confidential. This agreement is intended to help you understand how to protect children at all times. The agreement also aims to give employees, volunteers, visitors and contractors clear unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school.

#### Agreement

I understand my role and responsibility in maintaining the confidentiality of learners and members of staff at The Edith Borthwick School, as detailed below:

1. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that staff and volunteers may well have connections (family or friends) within the school, and may overhear conversations of a sensitive nature.
2. I agree to only discuss information relating to The Edith Borthwick School and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents/carers regarding a child or the child's family.
3. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter) which relates to any individual stakeholder or brings the school into disrepute. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. I agree to pass anything that I hear that raises questions about the professionalism of someone working at the school to the Headteacher.
5. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the Designated Safeguarding Lead, or Deputy Safeguarding Lead, following the school's Safeguarding procedures.
6. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
7. I agree not to leave paperwork regarding children, parents/carers or members of staff on display at any time unless explicitly allowed to do so – all sensitive data will be locked away in classroom resources cupboards, filing cabinets or locked drawers.
8. I agree that paperwork that contains personal or sensitive information that is no longer required is posted in the confidential waste bins immediately and will not be left unattended on desks or in offices.
9. If appropriate, as a volunteer I understand that I am responsible to the teacher who I am placed with, and I should discuss with them any concerns or information that needs to be shared about stakeholders.
10. I agree to refer all requests for information by an outside agency or the media to the Headteacher.
11. I agree to uphold the good name of The Edith Borthwick School in discussions both inside and outside of the school.
12. I agree to comply with the Data Protection Policy (including Staff Protocols at Appendix A) and the Bring Your Own Device to Work Policy at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Role in School: \_\_\_\_\_