

**Foxdell Primary School**

<b>Confidentiality and Protocol Agreement – Parent Helpers/ Volunteers</b>
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Date	Review Date	Coordinator	Nominated Governor
Sept 22	Sept 24	SLT	All

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.

Please read and sign the document below to confirm your agreement with the school expectations of you, as a volunteer helper.

<b>Volunteer Name:</b>	<b>Date:</b>
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**I agree to:**

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything which concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30 a.m. in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the necessary Safeguarding checks
- Disclose any criminal allegations to the Head teacher/ Senior Leadership Team prior to starting as a Volunteer Helper at Foxdell Infant School.

**I agree 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 parent 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 agree not to:**

- Look at, or compare, children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

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

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.

**Signed** ..... **Date:** .....