

**Stanborough Primary School**  
**Confidentiality Policy & Declaration**

It is necessary to ensure the safeguarding of all pupils and staff within the establishment.

It is expected that information regarding children is not to be discussed with parents of another child or member of the community. Information regarding members of staff is to be treated in like manner.

Disclosure of information should not be an obstacle if an individual has particular concerns about the safety and welfare of a child. In such circumstances, the information may be disclosed to the designated personnel and also to Children's Services if necessary. Such exchanges will take place on a need to know basis.

All staff and volunteers are required to read and sign this document as an indication of agreement and compliance.

1. I understand that whilst working/volunteering at the school, it is my duty to maintain confidential any information regarding the pupils and staff, gleaned during the course of my work. This will include matters of a personal or educational nature e.g. pupil ability or behaviour. Any personal information should be regarded as private and not passed on indiscriminately in the staff room or with parents.
2. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Head Teacher or Deputy Head.
4. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
5. I agree to maintain all information in clause one as confidential, even after my employment/volunteering with the school has ceased.
6. I have no interest in any other establishment that may conflict with my confidentiality.
7. I understand that non-teaching staff will not use or access records and resources without permission and that to do so would be a breach of duty of fidelity to the school.
8. I am in full compliance with the terms set out in this confidentiality declaration and understand that a breach of any of these terms could result in the termination of my employment/volunteer position at the School.

This declaration applies, to the best of my knowledge, to all members of my immediate family (spouse, children and parents) and its provision shall protect any organisation affiliated with or subsidiary to Stanborough Primary School. In the event facts change in the future that may create a potential breach of confidentiality, I agree to notify Stanborough Primary School in writing.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_