

St Marys CE (C) First School Wheaton Aston

School Confidentiality Agreement for Adult Helpers in School

Both schools in the federation want to support all pupils in school so that they receive as much help as possible. Our Safer Recruitment process ensures all school staff are selected against specific criteria, in a person specification and job description for each post, and then receives ongoing training to enable them to carry out their duties to a high standard.

We are very grateful to receive any voluntary help in school from parents or other adults who have been approved through the DBS (formally CRB) safeguarding process.

As part of our Child Protection procedures, we are now asking all adults who help or support pupils in school to sign a Confidentiality Agreement.

This means:

- That as an adult helper at Brewood CE Middle School or St Mary's CE First School, **ALL student and staff information is confidential.**
- Volunteers should not access, review, disclose, discuss with others or use confidential pupil, staff or school information. No pupil information should be taken out of school.
- No comments or information about the school or its pupils should be published on any social media internet sites.
- Any breach of these confidentiality requirements will result in immediate termination as a volunteer and may result in legal action against the volunteer.
- When volunteers and adult helpers are no longer in this role any confidential information must continue to remain confidential.

All volunteers must comply with all federated school policies and school rules applicable to school staff as well as all directions from school teaching staff whilst serving as a volunteer.

Volunteers are asked to respect individual staff and address them formally in school as would be expected by all parents of pupils within the school.

Thank you for your support in this matter.

Mr D I Swift
Executive Headteacher

Mrs D Ellis
Chair of Governors

Brewood and Wheaton Aston Federation

I agree to the conditions outlined in the School Confidentiality Agreement and understand that breach of these conditions may result in legal action.

Signed.....

Date

Please return to the school office.