

HINTON ST GEORGE CHURCH of ENGLAND PRIMARY SCHOOL

'Let Your Light Shine'



CONFIDENTIALITY AGREEMENT

Review Date: October 2023
Frequency of Review: Annually
Next Review Date: October 2024

Signed _____

Date _____

on behalf of the Governing Body

Hinton St George C of E Primary School

This Policy should be taken and used as part of Hinton St George Church of England School's overall strategy and implemented within the context of our vision, Instrument of Government aims and values as a Church of England School.

This Policy statement has been formally adopted by the governing body, in consultation with the Headteacher, and will be reviewed at the frequency recorded on this cover page.

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CONFIDENTIALITY AGREEMENT

All matters relating to our pupils are important and some issues that concern our children are sensitive and should be treated with care and consideration.

It is therefore extremely important that all adults working within the school (paid staff and volunteers) abide by the confidentiality guidelines. Failure to do so may result in disciplinary action. This agreement should be read and signed in conjunction with the Staff and Volunteer Confidentiality Policy.

Guidelines

1. Do not discuss any matters or issues concerning pupils with anyone other than the school staff unless directed to do so by the Headteacher.
2. Be sure, when discussing issues relating to pupils, particularly sensitive matters (for example, issues relating to safeguarding), that you will not be overheard by other adults or children.
3. Be especially careful with written paperwork and records relating to pupils (refer to the GDPR guidelines), especially those relating to safeguarding issues. Always ensure that these documents are kept confidentially (in a lockable cabinet/cupboard) and only visible to appropriate professionals.

I agree to abide by these guidelines:

Signed..... Date

Position in the school.....