

Confidentiality Agreement

Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at St John's. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a visitor.

I understand that during my time at St John's Primary School, Nursery and Children's Centre...

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
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 must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of St John's Primary School, Nursery and Children's Centre in discussions both inside and outside school.

Signed:

Print name:

Date: