



## Confidentiality Policy (Volunteers)

### OBJECTIVES:

To foster an ethos of trust within the school.

To ensure that staff, governors, volunteers, students, parents and pupils are aware of the school's confidentiality policy and procedures.

To provide consistent messages in school about handling information about children once it has been received.

To ensure confidentiality is a whole school matter.

Volunteers are warmly welcomed within our school, whether that be a PTA member, a trip volunteer, or a volunteer in the classroom. Volunteering can be a very rewarding, and can often inspire people into education as employment.

Volunteering in school means that you become a more prominent part of the school community. Being that member comes with an important responsibility. The need to support the school is paramount. Everyone in our school staff and community try to give their best all of the time. We work hard for the children within our school, and we work hard trying to improve our practice as adults as well. We appreciate that we may on occasions not perform to our usual high standards, and on occasions things may go wrong. Becoming a volunteer in school gives you the responsibility to ensure you are fully supportive of the staff and the school as a whole. It is imperative that you promote the positive ethos of the school and are non-judgemental or negative to the wider community.

All volunteers are required to complete a DBS. The only exceptions will be for one-off activities where volunteers will not be left alone with children.

### Pupils

All Staff, Governors, and volunteers working in School are reminded of the importance of confidentiality over pupil details when they first enter the school.

All Staff, Governors and Volunteers are required to safeguard the confidentiality of information they have on any pupil, whether it lies in school records, is relevant information passed on by other members of staff or any personal details disclosed by parents or children. There are clear guidelines set out in the School's Policies on the publication of children's images, contributions from pupils during lessons on Sex and Relationships and under the Child Protection Policy in cases of 'disclosure'.

School records for pupils may contain commentaries on pupils that are objective assessments or details that are statements of fact. These must remain confidential.

Contact telephone numbers or addresses should not be given out without first checking with the parent or members of staff concerned. These must be checked and agreed with the school office staff.

### School Staff

School Staff should be supported by volunteers in a positive way at all times. Abusive, negative attitudes or comments against staff will not be tolerated and legal action will be taken.

### Online / Social Media use

All Staff, Governors and volunteers working in the School are reminded of the confidentiality concerning the internet and social networking sites, and the importance of complete privacy of all School issues.

School will not tolerate negative comments online on the internet or social media regarding the school or individual staff members. Volunteers need to be aware of private social groups online. It is important to trust the individuals in your private chat - Volunteers take responsibility that if information from a 'private chat' becomes public knowledge, this will be deemed as inappropriate use, and action will be taken by the school.

Volunteers/PTA Members will be removed from their volunteer positions if the school deem the comments/attitudes to be negative towards the school, school staff or children. Legal action by the school will take place concerning the above if the school/staff are named or implied within online/social media comments.

**I have read and agree with the above Policy.**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_