

Beaufront First School

Nurturing happiness, achievement and respect

Headteacher: Mrs Eileen Daniel

Confidentiality in our School

Beaufront First School is very fortunate to benefit from many parent and other volunteers who come into School to assist in the classroom, hear readers, help with administrative tasks etc. We also benefit greatly from the input of many individuals who come into School in their professional capacities to teach or carry out other activities but who are not members of our permanent teaching or administrative staff.

Like our permanent teaching and administrative staff, all those who help us in School, whether voluntarily or in a professional capacity, will, from time to time, find themselves privy to information about the children and staff with whom they come into contact. That information may well be confidential, though that fact might not be immediately apparent. Our School has strict and important obligations relating to both safe-guarding and data-protection. It is, accordingly, of the utmost importance that any information about the children or staff that our visitors learn in the course of their visits to our School is treated as strictly confidential and is not divulged to anyone outside of our permanent teaching and administrative staff. In the event of confidential information being disclosed, there are likely to be serious consequences for the School and action will need to be taken to prevent recurrence.

Our e-safety policy requires all teaching and administrative staff to disable any 'Bluetooth' facility on their telephones and other mobile devices whilst in School and in the immediate surrounding area. We request that our volunteers and visiting professionals follow the same course.

Confidentiality Agreement

I undertake that I will maintain absolute confidentiality over all information imparted to me or otherwise learned in the course of or as a result of my presence in Beaufront County First School as a voluntary assistant / in my professional capacity [delete as appropriate]. I will disable any 'Bluetooth' facility on my telephone and any other mobile device whilst in School and the immediate surrounding area.

Full name (please print)

Signed.....Date