



Glenwood School

Together we will;  
respect, achieve and make good choices

# Glenwood Residential Special School Confidentiality Agreement – Employees and Volunteers

July 2022

# Confidentiality Agreement

For attention of all employees and volunteers

## Introduction

All employees and volunteers should be aware that information relating to individual children or members of staff is confidential. This agreement is intended to help you understand how to protect children at all times. The agreement also aims to give employees and volunteers clear unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school.

## Agreement

I understand my role and responsibility in maintaining the confidentiality of children and members of staff at Glenwood School, as detailed below:

1. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that members of staff and volunteers may well have connections (family or friends) within the school, and may overhear conversations of a sensitive nature.
2. I agree to only discuss information relating to Glenwood School and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents / carers regarding a child or the child's family.
3. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school into disrepute. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. I agree to pass anything that I hear that raises questions about the professionalism of someone working at the school to the Headteacher.
5. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the designated person for child protection.
6. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
7. I agree not to leave paperwork regarding children, parents or members of staff on display at any time. I also agree that paperwork that contains personal or sensitive information that is not longer required is shredded
8. I agree to refer all requests for information by an outside agency or the media to the Headteacher.
9. I agree to uphold the good name of Glenwood School in discussions both inside and outside of school.
10. Delete if not applicable: As a volunteer I understand that I am responsible to the teacher who I am placed with, and I should discuss with them any concerns or information that needs to be shared about stakeholders.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Role in School:** \_\_\_\_\_

**Signature of School Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_