



Confidentiality Agreement for Volunteer/Helper

Thank you for volunteering to help at this school. Your help and support in this role is greatly appreciated and by volunteering you are supporting the life of Dale and Stonehill. This role carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold our Confidentiality Policy.

You cannot share pupil/staff information with anyone other than those who are directly involved.

Examples of confidential information are (but not limited to):

- Information about staff, pupils, and events that occur in school. For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent and misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- If you see something in school that concerns you, please discuss with the head teacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of contract.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Volunteer:	
Signature of Deputy Head Teacher:	
Date:	
School Representative:	
Signature of School Representative:	
Date:	