

GRAND AVENUE PRIMARY AND NURSERY SCHOOL

CONFIDENTIALITY AGREEMENT

It is accepted that in the course of his/her duties an employee of Grand Avenue Primary and Nursery School will have access to personal information relating to children and families belonging to the school. Personal information regarding other members of staff may also be disclosed.

It is important that all staff understand the importance of treating such information in a discreet and confidential manner.

Name of staff member _____

I agree to the following

- To keep all written records and correspondence secure at all times
- Never disclose any information about children and families unless permission is given by the Headteacher (including Social media)
- Never disclose any information about children and families unless the family concerned has given permission (unless Child Protection issues are involved)
- Only share medical information held on file with a medical professional in the case of emergency
- Never disclose information requested over the telephone or through email without thorough checks being made on the source of the request
- Shred and dispose of written information kept on families after 7 years after leaving the school
- Speak with parents/carers about concerns in a discreet manner ie out of the hearing of children and other adults

I understand that all members of staff are required to agree to this declaration on appointment and that it will be kept with my personal details file

I understand that any breach of confidentiality could have serious consequences.

Signed _____ Date _____

To be kept in personal file in school office