

**GRAND AVENUE PRIMARY AND NURSERY SCHOOL
STAFF CONFIDENTIALTY AGREEMENT**

Document content agreed Summer 2022- Review date Summer 2025

It is accepted that employees of Grand Avenue Primary and Nursery School will have access to personal information relating to families and staff belonging to the school. All staff need to recognise the importance of treating such information in a discreet and confidential manner.

I agree to -

- Keep all written records and correspondence secure at all times
- Never disclose any information about a child unless given permission to do so by the Headteacher
- Never disclose any information about a child unless given permission by the family
- Only share medical information 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 any written information kept 7 years after the child has left the school
- Speak about concerns in a discreet manner and out of earshot of others
- Never post confidential information onto social media
- Never enter into conversations on social networking sites regarding our school and those associated with it.

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

I agree to abide by the school GDPR policy

I understand the school procedures regarding Child protection and Safeguarding

I understand that any breach of confidentiality could have serious consequences

I will inform the Headteacher if a confidence has been broken inadvertently.

Name _____

Signed _____

Date _____