



## CONFIDENTIALITY AGREEMENT

Our school is very much part of the local and wider community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos portrayed by adults and children alike. As with all places of work and social interaction, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our school community, as a visitor.

I understand that during my time at Wansdyke Primary I must:

- 1.) Make sure that anything I am told or overhear from any adult or child is not shared with anyone if it likely to give another child, teacher or the school itself a bad name. This includes any discussions or contributions to social networking sites.
- 2.) Ensure that anything I do hear, which could bring into question the professionalism of someone working at the school, is immediately passed on to the Head Teacher.
- 3.) Carry out any conversations of a sensitive nature (regarding any adult or child) in a private room/place.
- 4.) Make certain that no paperwork regarding a child, parent or member of staff is left on display at any time. Generally, such paperwork should not be photocopied or be available to leave the school premises either. This includes not publishing in any public forum (including the internet) photographs of children or staff. Always check with the office staff or the Head Teacher before taking any photos of children.
- 5.) Be fully aware that people who work within the school and visit the school could have either children or grandchildren at the school and/or know someone well who does. These people have access to the staffroom at times.
- 6.) Uphold the good name of the school within all discussions carried out including those which might take place on a social networking site or amongst people who may, in some way, be linked to the school externally (i.e. governors or other people who work within the education system).