

Policy for:

GDPR:

Confidentiality Agreement - Volunteers



Approval: Headteacher

Document Control

A. Confidentiality Notice

This policy document has been approved by the Headteacher of St. Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

B. Document Details

Classification:	Operational Approval - Headteacher
Policy Source:	PHP Law (Model Policy) 30.10.2023 Version – reviewed August 2025 no amends
Organisation:	St. Modwen's Catholic Primary School
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Current Document Approved by:	Headteacher
Date Approval:	November 2025
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C. Document Revision and Approval History

Version	Date	Version Created by	Version Approved by	Comments
25.26 V3	16.11.2025	PHP Law	Headteacher	PHP Law (Model Policy) 30.10.2023 Version – reviewed August 2025 no amends
24.25 V2	17.11.2024	J Walker	Headteacher	Amends: - School Branding - John Walker – No amends latest amend to policy issued 30.10.2023.2023
V1	August 2023	J Walker	PH & S	Revised August 2023 – John Walker Policy 12.5.2023 refresh

Volunteer Confidentiality Agreement

First of all, thank you for volunteering to be a volunteer at this school.

Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. 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 St Modwen's Catholic Primary School's Confidentiality Policy. This means you will not share pupil or staff information with anyone that breaches confidentiality.

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

- information about staff, pupils, and events that occur in school
- for example, a parent/carer who knows you are a volunteer at the school may ask you how their child is getting on (e.g. academically/behaviour). To prevent any misunderstanding, it would be better to advise the parent/carer 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 the matter with the headteacher

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 me no longer being required to be a volunteer.

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 Helper	
Signature of Helper	
Date	
School Representative	
Signature of School Representative	
Date	