



Volunteer Policy

Date policy last reviewed: September 2026

Statement of Intent

At Radwinter CofE Primary School, we recognise and value the effort taken by volunteers who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

1. Related Policies and Guidance

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2026'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- Working Together to Safeguard Children (2026)
- Information Sharing Advice for Practitioners (DfE 2024)
- DfE Filtering and Monitoring Standards (2023)

This policy operates in conjunction with the following school policies:

- Allegations of Abuse Against Staff Policy
- Child Protection and Safeguarding Policy
- Code of Conduct
- Data Protection Policy
- Non-disclosure agreement

2. Aims of this policy

- Welcome volunteers — to ensure all volunteers feel valued, supported and included within the life of the school.
- Clarify expectations — to provide clear guidance on conduct, safeguarding responsibilities and professional boundaries.
- Promote safeguarding — to ensure volunteers understand and follow all safeguarding procedures, including reporting concerns promptly.
- Protect confidentiality — to ensure volunteers uphold confidentiality relating to pupils, families, staff and school information.
- Provide consistent procedures — to ensure all volunteers receive appropriate induction, supervision and guidance.
- Model school values — to ensure volunteers reflect and promote the school's Christian ethos, values and expectations.

3. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

"Volunteers" are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

"Occasional volunteers" are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

4. Roles and Responsibilities

Headteacher

- **Provide strategic oversight** — ensures all volunteering activity aligns with the school’s ethos, safeguarding duties and statutory guidance.
- **Approve volunteer placements** — makes final decisions on the suitability of volunteers following safer recruitment checks.
- **Ensure robust safeguarding** — ensures volunteers receive appropriate induction, training and supervision, including safeguarding and confidentiality expectations.
- **Maintain compliance** — ensures the Volunteer Policy is implemented consistently and reviewed regularly.
- **Respond to concerns** — oversees the management of any concerns, complaints or allegations involving volunteers.

Governing Body

- **Provide strategic oversight** — ensures the school has effective policies and procedures for recruiting, training and supervising volunteers.
- **Monitor safeguarding compliance** — ensures volunteer arrangements meet statutory safeguarding requirements, including KCSIE 2024.
- **Support school leadership** — holds leaders to account for ensuring volunteers contribute safely and positively to school life.
- **Review policy effectiveness** — ensures the Volunteer Policy is reviewed and updated in line with new guidance.

Staff

- **Provide day-to-day supervision** — guide, support and oversee volunteers working within their classroom or activity.
- **Model professional conduct** — demonstrate the behaviours, boundaries and expectations volunteers must follow.
- **Share safeguarding expectations** — ensure volunteers understand how to report concerns and who to speak to.
- **Maintain confidentiality** — ensure volunteers uphold confidentiality relating to pupils, families and school information.
- **Provide feedback and support** — help volunteers feel confident, valued and clear about their role.

Volunteers

- **Follow school policies** — adhere to all relevant policies, including safeguarding, confidentiality, online safety and conduct.
- **Maintain professional boundaries** — act appropriately with pupils, staff and families at all times.
- **Report concerns promptly** — share any safeguarding, welfare or behaviour concerns with staff immediately.
- **Respect confidentiality** — keep all information about pupils, families and staff private.

- **Support learning and wellbeing** — contribute positively to pupils' experiences under the direction of staff.

5. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have a discussion with a member of the SLT to ensure they are suitable for the role
- All safer recruitment checks will be undertaken including obtaining a DBS.
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer. All checks will be conducted in line with the school's Safer Recruitment Policy.

6. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction.

The Administrative Lead will provide the following:

- Acceptable Use Policy
- Allergies and Anaphylaxis Policy
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Leaflet
- Data Protection Policy
- Fire Safety & Lockdown procedure
- Health and Safety Policy
- Non-disclosure agreement
- Relationships and Behaviour Policy
- Staff and Volunteer Confidentiality Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Whistleblowing Policy

Volunteers will be provided with access to the above documents upon their induction. On their first day of volunteering, the Administrative Lead will ensure checklist on the volunteer agreement form has been signed.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

7. Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

8. Health and Safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. invacuation, evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

9. Absence

Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

10. Confidentiality

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

11. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

12. Monitoring and review

The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is September 2027.

13. Appendix A

A. Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

Appendix B

B. Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at Radwinter CofE Primary School. In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the school website. Please sign and date the first row of the third section.

Name:	
Name of staff member to whom you will report:	
Number of times that you will volunteer in the school:	
Dates that you will volunteer between (to be reviewed after one month):	

Please tick the appropriate box once you have read and understood the following documents:

Acceptable Use Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Complaints Procedures Leaflet	
Data Protection Policy	
Fire Safety and Lockdown Procedures	
Health and Safety Policy	
Non-disclosure agreement	
Relationships and Behaviour Policy	
Staff and Volunteer Confidentiality Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Whistleblowing Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses:

Signature of volunteer:		Date:	
Signature of supervisor:		Date:	

14. Appendix C

C. Volunteer application form

This application form must be completed before you undertake any volunteer work at Radwinter CofE Primary School. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake:

Name:		Date of birth:	
Postcode:		Telephone:	
Address:			

Is your application in connection to an educational course? (please circle)	Yes/No
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If you answered 'yes' to the above, please fill out the table below:

Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

Please fill out the sections below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- ☐ **Monday**
- ☐ **Tuesday**
- ☐ **Wednesday**
- ☐ **Thursday**
- ☐ **Friday**

I wish to work (please tick):

- ☐ **A full day (8:30am – 3:30pm)**
- ☐ **Mornings**
- ☐ **Afternoons**

Please list any other requirements in terms of availability (e.g. specific times):

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date:

15. Appendix D

Radwinter CofE Primary School

Volunteer Risk Assessment

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		- The headteacher or induction leader ensures volunteers understand and follow all relevant procedures in the following school documents outline in the Volunteer Policy • The governing board ensures volunteers work at the school in line with all relevant statutory guidance and legislation, including, but not limited to: - DfE (2026) 'Keeping children safe in education 2026' - Childcare Act 2006 - Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 - Safeguarding Vulnerable Group Acts 2006 • Volunteers are given a tour of the school and key health and safety protocols and safeguarding procedures are explained by a suitable member of staff before commencing any work. • Volunteers read and sign the Volunteer Code of Conduct and Volunteer Agreement Form prior to commencing work at the school. • The headteacher reports annually to the governing board on the use of volunteers in the school, including on the number of volunteers and the value they provide to education. • This risk assessment is reviewed annually by the headteacher in conjunction with the governing board and DSL.	Y	Headteacher / induction leader	On or before first day	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		Instances of volunteers not following school expectations and policies are reported to the headteacher or induction leader and dealt with promptly and appropriately.				
Activities		- All activities involving volunteers are planned properly and safely, and volunteers are kept informed of plans. - Volunteers are always able to speak to a member of staff for help, to discuss any problems and report on issues. - The activities that a volunteer is permitted to do are made clear to the volunteer and relevant staff members, as well as activities that are not allowed. - The class teacher provides relevant information to volunteers about the pupil(s) they are supporting, where applicable. - Volunteers follow the procedures outlined in the Behaviour Policy when dealing with pupils, where appropriate.	Y	Class teacher	First day	L
Supervision		- Supervision arrangements are discussed and agreed with the volunteers and staff members responsible for supervising volunteers. - The school has due regard for the DfE guidance 'Keeping children safe in education' when arranging supervision of activities involving pupils. - The school considers the following factors when deciding the specific level of supervision a volunteer will require:	Y	Class teacher	First day	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		- The ages of the pupils, including whether their ages differ widely - The number of pupils that the volunteer is working with - Whether other staff members are helping to look after the pupils - The volunteer's opportunity for contact with pupils - How vulnerable the pupils are - How many volunteers would be supervised by each supervising staff member • Members of staff responsible for supervising volunteers ensure that supervision is ongoing, and volunteers are never left unsupervised. • Where the school considers a volunteer to be supervised, the school ensures that the supervision is: - By a person who is in regulated activity relating to pupils - Regular and day-to-day. - Reasonable in all the circumstances to ensure the protection of pupils.				
Safeguarding		• DBS checks and risk assessments are conducted on volunteers in line with the Volunteer Policy. • The school uses its professional judgement and experience when deciding what DBS checks, if any, are required. • The governing board determines if it is appropriate for checks made on volunteers to be recorded on the SCR. • A separate risk assessment is conducted for every volunteer to consider:	Y	Headteacher / induction lead	Before first day	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		- The nature of work with children, especially if it will constitute regulated activity, including the level of supervision. - What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers. - Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability. - Whether the role is eligible for a DBS check and, if it is, what level is appropriate. • The details of the above risk assessment are recorded and stored securely in line with the Data Protection Policy. • Individuals disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006 are not allowed to volunteer at the school. • Volunteers are only allowed to engage in regulated activity once an enhanced DBS certificate with barred list check has been obtained. • Volunteers undertaking work that requires supervision are never left alone with pupils – if volunteers find themselves alone with a pupil, they must contact another member of staff immediately. • The DSL or a deputy DSL provides a safeguarding induction to all volunteers before they begin work at the school.				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		- Volunteers must wear a visitor's badge and any other relevant identification while on the school premises. - Access to the school premises is restricted to identified volunteers only, e.g. those clearly displaying school-issued badges. - The headteacher or induction leader is kept informed of where the volunteer is working and with which classes. - Safeguarding concerns, including low-level concerns, regarding a volunteer are handled promptly and appropriately in line with the Child Protection and Safeguarding Policy and Whistleblowing Policy - Volunteers are made to feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding systems. - The school makes volunteers aware of its Whistleblowing Policy to enable volunteers to raise any concerns with the school or external agencies, where relevant.				
Health and safety		- Volunteers act in line with the school's Health and Safety Policy. - Volunteers sign in and out of the school premises at the reception. - A suitable member of staff informs volunteers of the health and safety procedures relating to the activity they will be undertaking. - Fire safety procedures, including the location of fire exits and what to do in an emergency situation, are explained to volunteers - Volunteers report any health and safety concerns to the class teacher or another suitable member of staff.	Y	Class teacher	First day	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		- Volunteers are asked to inform the school of any medical needs, e.g. allergies, before commencing work. - Volunteers are informed of relevant medical information, e.g. allergies, about pupils on a need-to-know basis. - Class teachers are aware that the health and safety of pupils always remains their responsibility and not the responsibility of volunteers.				
Data protection		- The school gathers information on volunteers in line with its Data Protection Policy, the Data Protection Act 2018 and the UK GDPR. - Volunteers read and follow the school's Data Protection Policy. - The school acts reasonably and proportionately in order to minimise any intrusion into a volunteer's private life, and, where appropriate, asks questions relating to the suitability of the volunteer to work at the school on safeguarding grounds. - Volunteers handle all information regarding members of staff and pupils with confidentiality and understand the sharing of data is protected by legislation. - Volunteers do not share confidential information regarding a pupil or member of staff with any other individual, unless authorised and necessary, e.g. to inform another appropriate member of staff. - Volunteers breaching data protection and confidentiality rules are reported to the headteacher or induction leader and may face disciplinary action.	Y	Headteacher / induction lead	Before first day	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Network use		- Volunteers are instructed on the appropriate use of the school's network and internet and follow the school's Acceptable Use Policy - Access to the school network by volunteers is restricted and limited to what is necessary for their activities. - Volunteers act responsibly and respectfully when using the school network and internet.	Y	Headteacher / Induction lead	First day	L

16. Appendix E

G. Non-disclosure agreement

Informal confidentiality agreement

This confidentiality agreement is entered into by and between the Radwinter CofE Primary School and the individual names below for the purpose of preventing the unauthorised disclosure of confidential information in line with your duties to protect personal information, under the UK GDPR and the Data Protection Act 2018. For the purpose of this agreement, “confidential information” will include all information or material that constitutes personal information under the UK GDPR about any pupil, parent, member of staff or stakeholder of the school, or has or could have value, commercial or otherwise, in the business in which the disclosing party is engaged.

I declare that I will only share or disclose information regarding the school with other professionals who have a legitimate need to know about it. I will, therefore:

- Not disclose confidential information to any unauthorised person without the discloser’s consent.
- Act in good faith at all times in relation to the disclosure of confidential information.
- Not post confidential information regarding pupils, staff, parents or other stakeholders on social media; nor will I contribute to discussions on social media regarding the school or anyone associated with it.
- Assure that conversations of a sensitive nature regarding pupils, parents, staff, volunteers or other stakeholders only take place in a private space and with appropriate individuals who have been authorised to know the information.
- Comply with the school’s Records Management Policy when completing tasks pertaining to paperwork or online documents that include personal or sensitive information on it.
- Ensure that all data I handle is handled in line with the Data Protection Policy, and that I am thorough and careful when it comes to securing and erasing data.
- Undergo any relevant data protection training the school deems necessary for my role.
- Not disclose any information, or partake in any discussions with unauthorised individuals, about ongoing investigations into allegations against staff members, volunteers, governors or stakeholders.
- Be fully aware that other staff, volunteers or stakeholders may have connections within the school and may overhear conversations of a sensitive nature.
- Uphold the good name and reputation of the school at all times; inside and outside of school.

I am aware that confidentiality obligations must not prevent me from sharing necessary information for the purposes of keeping children safe and promoting their welfare, and that I am protected under the Public Interest Disclosure Act with regards to sharing confidential information for the purposes of whistleblowing – I am aware that nothing in this agreement precludes the sharing of information to this effect.

I will hold and maintain the confidential information in strictest confidence for the sole and exclusive benefit of the school; therefore, I will not, without prior approval of the school, use for my own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the school, any confidential information.

I have read and understood the school’s Staff Confidentiality Policy and will act in accordance with this policy at all times.

Information which may be deemed as ‘sensitive’ will not be disclosed to people where it is not wholly necessary. This includes information in relation to the following:

- Pupils of the school
- The running or management of the school
- The school’s finances

- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

By signing this agreement, you are agreeing to your duty to hold confidential information in confidence – this will remain in effect until the information no longer qualifies as confidential, or until the school sends written notice releasing you from this agreement, whichever occurs first.

Please retain a copy of this agreement and send a signed copy back to the School Office before commencing your role in school. If you have any questions or concerns, please contact the Headteacher via the School Office.

Name of individual	
Role	
Signed	
Date	
Name of headteacher	
Signed	
Date	