CONFIDENTIALITY AGREEMENT.

TO BE SIGNED BY VISITORS.

Staff, Volunteers:

To be signed annually as part of data protection training

Document Details	
Authorised By	Trust Board
Date of Approval	June 2025
Amendment section 4	November 2026
Date for Review	Every two years

Hope Learning Community is a Charitable company Limited by Guarantee. Company Number: 10391530, Registered in England & Wales.
Registered Office: Market Field School, School Road, Elmstead, Colchester, CO7 7ET

Confidentiality Agreement - For attention of all employees, volunteers, visitors and contractors

Introduction: All employees, volunteers, visitors and contractors should be aware that information relating to individual children or members of staff is confidential. This agreement is intended to help you understand how to protect children at all times. The agreement also aims to give employees, volunteers, visitors and contractors clear unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school.

Agreement: I understand my role and responsibility in maintaining the confidentiality of children and members of staff at Hope Learning Community and it schools and college, as detailed below:

1. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that members of staff and volunteers may well have connections (family or friends) within the school, and may overhear conversations of a sensitive nature.
2. I agree to only discuss information relating to Hope Learning Community and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents / carers regarding a child or the child's family.
3. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school into disrepute. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. To protect the privacy, safety and confidentiality of students and staff, visitors must not make audio, video or photographic recordings while on site unless prior permission has been given or the recording is otherwise permitted by law. This includes the use of AI-enabled smart glasses, AI note-taking or transcription devices, wearable recording technology, and any other device or application capable of recording, transmitting, storing or analysing conversations, images or information. If you require the use of assistive technology for accessibility purposes, please speak to a member of staff so that appropriate arrangements can be agreed.
5. I agree to pass anything that I hear that raises questions about the professionalism of someone working at the school to the Headteacher/Data Protection Lead.
6. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the designated person for child protection.
7. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
8. I agree not to leave paperwork regarding children, parents or members of staff on display at any time. I also agree that paperwork that contains personal or sensitive information that is no longer required is shredded.
9. As a volunteer I understand that I am responsible to the teacher who I am placed with, and I should discuss with them any concerns or information that needs to be shared about stakeholders.
10. I agree to refer all requests for information by an outside agency or the media to the Headteacher/Head of School/College.
11. I agree to uphold the good name of Hope Learning Community, its schools and colleges in discussions both inside and outside of school/college.

Signature: _____ **Date:** _____

Print Name: _____

Role in School/college: _____

Signature of School/ College Representative: _____ **Date:** _____

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