



## CONFIDENTIALITY AGREEMENT POLICY

### Our Vision

We are committed to quality learning in a positive, happy and Christian atmosphere where everyone within the school community is valued as an individual. We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12-14). We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment.

### Our Values

To ensure the safety of our pupils, staff and visitors are met through our school values of:-

- Respect – by respecting the confidentiality of our pupils and families to ensure the safety and wellbeing of our whole school community.
- Compassion – by considering the needs of the whole school community, expecting everyone to look after each other and keep each other safe.
- Creation – creating a safe and secure environment which allows children to thrive and flourish.
- Perseverance – Following our safeguarding policy and procedures at all times. Ensuring a safe inclusive environment for all.
- Service – by building trusting relationships with children and the whole school community as we serve to help to keep everyone safe.

### **SAFEGUARDING CHILDREN WHEN WORKING WITH VOLUNTEER HELPERS IN SCHOOL**

At Willaston Church of England Primary School we believe that our school should be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety and wellbeing of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, whilst ensuring they are provided, with the best possible safety and security.

### **Aims**

- To support pupils in their learning.

- To ensure the safety, security and well-being of all children working with volunteer helpers in school.
- To welcome volunteer helpers/parents and ensure they are valued as members of the school community.

## **Purpose**

At Willaston Primary School we value the help we receive from all our parent/volunteer helpers and realise that we would be unable to provide such quality experiences for the children without their time and expertise.

There are so many things that we need help with. Some of these are listed below:

- Reading Rangers - Listening to individual children read can make a big difference to children's progress.
- Art and craft work - Things like cutting, sticking, sewing, constructing. There are lots of skills which children need one to one teaching with and guidance as they practise. Help with colour mixing, layering materials, practising techniques with paint or clay, constructing sculptures, learning batik skills, textile work etc.
- Practical maths and science and English lessons - Children need reminding of the task, learning objective, guiding with the next steps, questioning in the right way to make them think. Another adult in class improves the quality of learning for all the children.
- Playing games - Some of the best learning for children happens when they are playing a game and so we use lots of games in the curriculum. An adult supporting the game is wonderfully helpful for the children and the teacher.
- Cookery - Providing the children with the opportunity to learn an important life skill.
- Accompanying the children at Forest School and on educational visits - Enables the school to meet its legal requirements in terms of adult/pupil ratios.

## **Guidelines and Expectations**

Before adults work with children

- All volunteer helpers are required to have DBS clearance before they help in school.
- Volunteers will meet with the class teacher, who will explain the protocol of volunteering in school regarding safeguarding and confidentiality including relevant Health and Safety policies, and what to do in the case of a fire.
- When volunteer helpers arrive in the school they must sign in at the school office. They will be given a visitor's badge, which they should wear at all times. They must also sign out, stating the time they are leaving.
- Adults will be required to agree to a protocol about confidentiality and conduct, as do all staff who work in schools. We will ask you to sign this to indicate your agreement and a copy will be kept in school.

When working with children.

- It is important to let the teaching staff know of any inappropriate behaviour. We are committed to teaching children a moral code and sense of respect.

- The teaching staff will talk with you about the standard of learning they expect from the children so you can expect the same.
- Try to ask children open questions. It is a great skill and encourages thinking in children. Questions like: “I wonder what would happen if .....?”, “Why do you think it does that?”, “Where has that answer come from?” and “How did you find that out?”
- Helping to clear up is an essential part of learning. We want all children to see clearing up as a natural part of the activity and adults should never be the one who clears everything away.
- It is important that all our own behaviours in school are always those we want the children to copy. Children learn some things very quickly from the actions, words and attitudes of the people around them, their role models. They pick up good manners from the adults at home and from the adults in school.

## **Confidentiality**

**Confidentiality is paramount.** Parents trust that their children are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows the protocols in this document.

Other things as well as children’s progress need to be kept confidential examples could include:

- Some children have medical needs to which we have to attend, perhaps an allergy or a condition that affects their daily learning.
- Some families have complex circumstances which mean that a child must not join in every activity.
- Some children may be experiencing a traumatic time at home and their behaviour in school may be affected.
- Some children have additional needs which require a specific programme of support either for behaviour or learning.
- You may find that a friend’s child is in trouble one day for something, or you might see a friend’s child being upset by another child.
- You may be asked by a parent: “What is my child like in school?” Or even: “What is so and so like in school?”
- You may be asked by a parent to find out something which is confidential about individual children or staff members.

**It is important that this type of information is not shared outside of school**

Should you hear any information pertaining to the children, this should be kept in strictest confidence. If you have any worries or concerns these must only be shared with the class teacher or the Headteacher who is the Safeguarding lead.

It is also possible that a child will tell you something which is very worrying. Please always refer any concern immediately to the class teacher or Headteacher.

The class teacher and the Headteacher will only accept the help of a parent/volunteer if they believe it is in the best interests of the children in school or indeed in the interests of their own child.

**Approved by Governors, October 2020**

*J. E. Hilditch*

**Signed by Chair of Governors**



**WILLASTON CE PRIMARY SCHOOL PARENT/VOLUNTEER HELPER PROTOCOL**

At Willaston CE Primary School we promise to:

- Train you in any skill needed to carry out the task
- Explain the tasks carefully
- Share the school Code of Practice for Volunteers, Behaviour Policy, Confidentiality Agreement Policy, Safeguarding and Whistleblowing Policy Summary with you. Full school policies can be found on the school website [www.willastonceprimaryschool.co.uk](http://www.willastonceprimaryschool.co.uk)
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality

We promise never to:

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

Signed:..... Date: .....

**Name:** Mrs J Chambers                      **Position:** Headteacher

**THE PARENT/VOLUNTEER**

Name.....

I promise to:

- Use the school's Code of Practice for Volunteers, Confidentiality Agreement Policy, Behaviour, Safeguarding and Whistleblowing Policy and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Let staff know if I can't come in. This may affect the teacher's planning
- Respect the guidance of the teacher at all times
- Understand the need for DBS and other checks prior to working with children

I promise never to:

- Compare any child's work books or look at records or staff notes without permission
- Share any information about a child or member of staff with anyone outside the school
- Speak ill of any child as a result of things I may have seen them do in school
- Discuss things with parents to which I may have access to as a result of my position in school
- Take photos of children in school or on school trips on my phone or any personal device

Signed: ..... Date: .....