



St. Andrew's Church of England (VC) Primary School

Notes on Confidentiality for Volunteers Helping in School

Rationale:

At St. Andrew's Primary School it is our vision for every child in our school to have:

- * positive self-esteem through inner confidence and strength
- * creativity of thought within a life-long passion for learning
- * excellence, high personal achievement and the experience of success
- * a set of values by which to live
- * an enjoyment of childhood
.... developed within a caring Christian environment.

The help of our volunteers enables our children to access far more of the curriculum than would otherwise be possible. Volunteers form an integral part of our school family and are valued and trusted.

Definition of Confidentiality: the dictionary definition of confidential is 'something which is spoken or given in confidence; private, entrusted with another's information'.

When speaking confidentially, the confider has the belief that the confidant will not share the content of the conversation with another.

- Volunteer helpers are in a position of privilege. They are an integral part of the school community and are valued as a vital support to the staff team.
- All adults working with children get to know much about them, their strengths, weaknesses, likes and dislikes. Issues concerning personal information including sex and relationships and other personal matters can arise at any time.
- Everyone working in school is bound by confidentiality and should be able to trust the boundaries of confidentiality operating within the school.

The safety, well-being and protection of the children are paramount in all decisions staff make about confidentiality.

- Volunteer helpers are in a position of trust. They are expected not to discuss any details of children, their behaviour or their work, outside the school.
- If a volunteer is asked about a child, whether when in school or when outside, they should refer the questioner to the class teacher.

However ...

- It is important that volunteer helpers are able to share concerns about pupils with staff in a professional and supportive way, to ensure that staff receive the guidance and support that they need and that the pupils' safety and well-being are maintained.

- Volunteers should be clear about the appropriate person to whom any sensitive issues should be communicated. In most instances this will be the class teacher, or exceptionally the Designated Child Protection Co-ordinator (the Headteacher, Mrs. Rosemary Woodall) or in her absence the Deputy Designated Child Protection Co-ordinator (Mrs. Shirley Arnold).
- The Designated Child Protection Co-ordinator is responsible for referring pupils to outside agencies when appropriate.
- Volunteers helping in school should read the school's Confidentiality Policy, available, on request from the school office.

Thank you for all your work as a volunteer helper at our school. Working together we can offer so many more opportunities for our children and can enable each individual to feel safe and valued and to realise his/her potential within a caring Christian community.

Policy 'owned' by: Governors' Resources (Personnel) Committee

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