Policy owned: Resources
Reviewed: Autumn 2024
Next Review: Autumn 2026

'Learn to love and love to learn; in God's love each one will shine'.

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

Notes on Confidentiality for Volunteers Helping in School

Rationale:
Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)*
Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.
Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.
In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Our vision is realised through this policy as we support helpers and volunteers to understand their role in ensuring the confidentiality of the school community.

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 Safeguarding Person (DSP - Mrs. Helen Gillingham) or in her absence the Deputy DSP (Mrs C Davey, Mr A Cooper or Mr J Chesterman)
- Volunteers helping in school should read the school's Confidentiality Policy, available, on request from the school office.
- Volunteers helping on a school trip will be expected to complete an Evolve OV form as part of our Offsite Visits & Learning outside the classroom Policy

Related Policies:

This policy should be read in conjunction with the following policies:

- Confidentiality Policy
- Student and Volunteer Work Experience Placement
- Child Protection Policy
- Online Acceptable use Agreements as part of St Andrew's Online Safety Policy
- GDPR Policies (Data Retention, Data security, Data Protection Policies and Privacy notices)
- Offsite Visits & Learning outside the classroom Policy

These policies can be found on the school's Safeguarding board, in the staff room, or on the school website.

All volunteers and helpers read and sign that they agree to this policy as part of the School's Induction process. (see Appendix 1)

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
Reviewed: Autumn 2024
To be reviewed: Autumn 2026

Appendix 1

Headteacher: Mr Michael Speed

Telephone: 01920-870097

Web: www.standrews323.herts.sch.uk
Email: admin@standrews323.herts.sch.uk

St. Andrew's Church of England VC Primary School
Mill Race
Stanstead Abbotts
Nr. Ware
Hertfordshire
SG12 8BZ

Dear Date:

We are grateful to you for volunteering to help at our school. Your help enables our children to access far more of the curriculum than would otherwise be possible.

Whilst helping in school, you will find that you come across information about many of our children. We and our Governors ask that all information that comes to your notice inside school is kept as 'confidential' and not inadvertently discussed with other parents/friends either inside or outside school.

We hold confidentiality to be of great importance and in order to clarify our expectations in this area, Governors have written the attached **Notes on Confidentiality for Volunteers Helping in School**. We would be grateful if you would read this carefully and, providing that you are happy with the contents, we would ask you to sign the slip at the foot of this letter and return it to the School Office.

If you wish to discuss the work or behaviour of a particular child/children in the school, please bring your concerns to the attention of the Class Teacher, Deputy Headteacher or Headteacher.

Thank you for helping us to make a difference for the children in our care and for your understanding in this matter in particular.

Yours sincerely

Mr Speed
Headteacher

Notes on Confidentiality for Volunteers Helping in School

I have read and agree to comply with the guidelines set down in the attached notes.

Name: _____

Signature: _____

Date: _____